



**Madison County Covered Bridge Festival**  
**2024 Food Vendor Contract**  
**October 12 & 13, 2024**  
[mccbfvendorchair@gmail.com](mailto:mccbfvendorchair@gmail.com)  
[www.MadisonCounty.com](http://www.MadisonCounty.com)  
**515-462-1185 Fax: 515-462-1393**

Office Use Only	
Date Received	_____
Check #	_____
Juried	_____
Booth Location	_____
Accepted	_____
Declined	_____

**Festival hours are 9:00 am to 5:00 pm, Saturday and Sunday**

This agreement is made and entered into by and between the Madison County Chamber of Commerce and

Firm/Organization		Authorized Agent/ Booth Holder	
Daytime Phone		Email Address	
Address	City	State	Zip Code

**Type of booth you are bringing:**  
 (Please list your actual booth size to help with placement)

\_\_\_\_\_ Pop-up Tent  
   \_\_\_\_\_ Size in Feet  
 \_\_\_\_\_ Building/ Structure /Truck  
   \_\_\_\_\_ Size in Feet

Total width of trailer including hitch: \_\_\_\_\_

***The Covered Bridge Festival Committee expects vendor booths to be decorated in the spirit of the fall season***

Note: Vendors will be given a minimum of 2 ft per side of additional space for inventory and 2 ft at the rear of the space for storage. A maximum of an additional 5 ft on the frontage of your space may be used for display items.

<b>Cost of Food Vendor Booths</b>	
Same for Pop-up Tent, Trailers & Buildings	
_____ \$400 (for up to 25 feet)	<i>Grease disposal fee is included</i>
_____ \$100 (for extra 10 feet)	<i>Grease disposal fee is included</i>
_____ \$50 late fee (if submitted after 5/1/24)	
Electricity Needs	
_____ \$150 for 110 Electricity	
_____ \$300 for 220 Electricity	
_____ Amperage I use	
_____ need water hook up	
_____ <b>Total Cost</b>	
<b>No generators will be allowed. Application must be filled out completely to be considered (including water and amperage needs) Please fill out a separate contract for each booth. We will notify you of the committee's decision no later than July 15, 2024.</b>	

Each Vendor shall comply with the following rules and regulations in addition to complying with any and all statutes and ordinances of the State of Iowa, County of Madison and City of Winterset pertinent to the Vendor's participation in the Festival, including, but not limited to, statutes and ordinances affecting gambling, health and sanitation, building, electrical construction, maintenance, and fire safety. Each vendor is responsible for all their own permits and exemptions including sales tax forms. Sales tax in Madison County is 7%. Please attach either a photocopy of your Iowa Sales Tax Permit or list your Iowa Sales Tax Permit Number# on page 2. A list of participating vendors is provided to the Iowa Department of Revenue. The Chamber and the Vendor Committee shall have the right to interpret the following rules and regulations, to amend or add such rules and regulations as it might deem appropriate and to enforce compliance with such rules and regulations. The Vendor Committee reserves the right to refuse rent of space to anyone and to regulate the types of items offered for sale. Any violation of these rules and regulations or of referenced statutes and ordinances shall result in immediate forfeiture of all rights and participation in the Festival, including any moneys deposited to secure participation in the Festival.

Vendor agrees that it will protect, defend, hold harmless and indemnify the Madison County Chamber of Commerce, Covered Bridge Festival Vendor Committee, City of Winterset, Madison County Supervisors, their directors, officers, agents, employees, and volunteers from and against any and all expenses, claims, actions, liabilities, attorney fees, damages and losses of any kind whatsoever, actual or alleged, resulting from or concerned with the participation as a Vendor in the Festival. The Chamber, Vendor Committee, City of Winterset and Madison County Supervisors shall not be liable for any loss or damage to any merchandise or personal property in or about Vendor's booth(s) regardless of the cause of such loss or damage.

- Food Vendors **must** submit proof of insurance with \$1 million liability coverage with their application.
- Vendors **must** submit pictures of their booth and product with the application, which will be used in the jury process. Only approved products will be displayed at the festival.
- **Once a space is sold, it must be occupied by the approved items and operated by the approved Vendor. Sub-leasing of all or any assigned booth space is strictly prohibited. Vendor cannot allow another party to exhibit, promote in any manner, or take orders in their booth.**
- Specific guidelines for booth set up and removal will be sent to Vendors approx. one month prior to the Festival.
- **NEW: If you are unable to set-up by one hour after your scheduled setup time on Friday, please notify the Chamber Office. If not, your space may be forfeited or relocated, and your entry fee will not be refunded.**
- Vendors may bring vehicles onto the grounds to re-stock booths between 6:00 and 8:00 a.m. on Sunday. Vehicles on the grounds after 8:00 a.m. **will be towed**. Please note that while the gates do not officially open until 9:00 a.m. each day, people will have access to the square and the booths as early as 7:00 a.m.
- Be prepared for inclement weather. There are no provisions if it should rain.
- Must have Iowa sales tax permit, collect and pay 7% sales tax. Temporary permits are no longer issued by the state, you must register at <https://tax.iowa.gov>. A list of participating vendors is provided to the Iowa Department of Revenue.
- **Booths must remain open both days from 9:00 AM to 5:00 PM. NO EXCEPTIONS. Vendors must be open and staffed the entire time both days.**
- Tear down **will begin after 5:00 p.m. on Sunday** and must be completed by 9:00 p.m. Please be aware that streets may be open to the through traffic by 6:00 p.m. on Sunday night. No early teardown allowed.
- The Vendor Committee reserves the right to remove a booth from the Festival if the booth is constructed in an unsafe manner. Vendors will confine their operations to the booth and **shall not** solicit business outside the booth.
- All food handlers must wear food grade gloves while handling food.
- Vendor's booths and the area around them must be kept clean of all refuse, rubbish, and garbage, which will be deposited in the containers provided. **Any grease or charcoal must be deposited in the special Grease Dumpster. Each food Vendor is responsible for the appropriate disposal of grease. Failure to dispose of grease, charcoal, or trash property will jeopardize Vendor's participation in future Festivals.**
- The Vendor Committee will provide each Vendor with one (1) vehicle pass/ID number that corresponds with their booth number. The pass allows entry of a vehicle through barricaded boundaries of the Festival before and after hours of operation only. **You must unload your vehicle as quickly as possible then move your vehicle outside of the Festival grounds immediately to allow others to set-up or teardown.**
- Please display the number of your vehicle on your dashboard throughout the event. **All vehicles must be parked outside the barricades.** The Vendor booth fee includes two (2) ID's per booth, which permits access to the Festival for both days. Additional passes are available by request.
- **Electric space heaters are NOT allowed** per the City of Winterset.
- Each booth **must have** a fire extinguisher.
- Only certified service animals will be permitted on Festival grounds (no companion or emotional support pets).
- No smoking/vaping within festival grounds.

*I, the undersigned, dutifully swear that I have thoroughly read this contract. By signing this application, I acknowledge and accept all terms of this contract.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**By being a vendor, you agree to the Festival and Chamber can use Your likeness, business name, and image to promote the current And future festivals.**

<p style="text-align: center;"><b>_____ Check Enclosed</b></p> <p><b>Credit Card:</b> ___ Visa ___ MC</p> <p>Credit Card Number: _____</p> <p>Expiration Date: _____</p> <p>3 Number Code from back of Card _____</p> <p style="color: red;"><b>Checks postdated or returned unpaid by the bank are subject to a \$25.00 service fee</b></p>
--

Please list any specific requests:

**Check List: Items to be included with application:**

- New Vendors:* Submit at least 1 photograph of your booth.
- A menu of the items you plan to sell.** Only approved products may be sold at the festival.
- A Copy of Certificate of Insurance with \$1 million liability
- A copy of your Iowa Sales Tax Certificate or indicate the Sales Tax Number# here: \_\_\_\_\_
- Vendor Contract Signed and Dated (This indicates full compliance to terms outlined above)
- Check or Credit Card Information
- Please keep a photocopy of this contract for your records

***All documents due by May 1<sup>st</sup>, 2024 to:***

Madison County Covered Bridge Festival  
c/o Madison County Chamber of Commerce  
73 Jefferson Street, Winterset, IA 50273