

- **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 approximately one week 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.
- A member of the Vendor Committee will check each booth for rule compliances on Friday evening and periodically throughout the Festival.
- Arts & Crafts vendor booths may not sell food or drinks of any kind.
- 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 7:00 PM Saturday and Sunday from 9:00 AM to 3:00 PM. NO EXCEPTIONS.** Vendors must be open and staffed the entire time both days. If you leave early, you may not be approved the following year.

Be Prepared for inclement weather: There are no provisions for rain, wind, snow, etc. No Refunds. In the event of severe weather and the festival is cancelled both days, the Covered Bridge Festival Committee will discuss to come up with a solution. You must provide your own equipment to secure your booth(s) and product.

- Tear down **will begin after 3:00 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 5:00 p.m. on Sunday night. No early teardown allowed. **NO CARS ALLOWED ON-SITE UNTIL 4:00 pm.**
- 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.
- 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. **YOU ARE RESPONSIBLE FOR YOUR OWN TRASH**
- 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.

_____ Check Enclosed
Credit Card: ____ Visa ____ MC
Credit Card Number: _____
Expiration Date: _____
3 Number Code from back of Card _____
A credit card convenience fee of 4% will be applied to all transactions
Checks postdated or returned unpaid by the bank are subject to a \$25.00 service fee

Please list any specific requests:

Check List: You agree to and/or will provide Items to be included with application:

- IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED, YOU MUST PROVIDE A LIST OF ITEMS YOU ARE SELLING**
- IF YOU ADD SOMETHING TO YOUR INVENTORY, YOU MUST INFORM THE FESTIVAL COMMITTEE**
- Only approved products may be displayed at the festival.
- 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

Please do not leave anything on the streets or dump waste into the brick and mortar dumpsters, those are not for vendor trash. We have been doing walk throughs at the end of The Market and noting those who are leaving trash or dumping things onto the streets.

All documents due by May 1st, 2025 to:

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