



Madison County Chamber of Commerce
2025 Covered Bridge Festival Varied Industries
Saturday, October 11, 2025, from 9 am-7 pm
Sunday, October 12, 2025, from 9 am – 3 pm

Website: *exploremadisoncounty.com*
 Email: *ceo@madisoncounty.com*
 Phone: 515-462-1185 | Fax: 515-462-1393

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

This agreement is made and entered into by, and between, the Madison County Chamber of Commerce and the following business or organization, hereto referred to as Vendor:

Business/Organization (Vendor)	Authorized Agent/ Booth Holder
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Daytime Phone	Email Address
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Address	City	State	Zip Code
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The Chamber will provide a table and 2 chairs for each vendor at this event.

Cost of Vendor Booth	
_____	\$175 for each 8'x8' space only (Non-member)
_____	\$65 for each 8X8' space (Chamber member)
_____	\$25 Electricity Needs
_____	\$25 for each extra table
_____	Total Cost
<ul style="list-style-type: none"> • Please fill out a separate contract for each booth • The booths will be juried separately • We will notify you of the committee's decision no later than July 15, 2025. 	

Vendor Contract

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 event 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 their own permits and exemptions including sales tax forms. Sales tax in Madison County is 7.0%. Please attach either a photocopy of your Iowa Sales Tax Permit or list your Iowa Sales Tax Permit Number# on the following page. A list of participating vendors is provided to the Iowa Department of Revenue. The Chamber 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 Chamber 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 event including any moneys deposited to secure participation in the event.

Vendor agrees that it will protect, defend, hold harmless, and indemnify the Madison County Chamber of Commerce, 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 event. The Chamber, City of Winterset and Madison County Supervisors shall not be liable for with this application, which will be used in the jury 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. Only approved products will be displayed in the market.

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.

- Once a space is sold, it must be occupied by the approved items and operated by the approved Vendor. Subleasing 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.
- The Chamber recommends that Vendors obtain liability insurance for their booth space.
- Specific guidelines for booth set up and removal will be sent to Vendors approximately one month prior to the Market.
- **If you are unable to set-up by one hour after your scheduled setup time on Saturday, please notify the Chamber Office. If not, your space may be forfeited or relocated, and your entry fee will not be refunded.**
- Be prepared for inclement weather. There are no provisions if it should rain/snow. No Refunds.
- Vendor must have an Iowa sales tax permit, collect and pay 7.0% 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 and staffed on Saturday from 9:00 AM to 7:00 PM, and Sunday from 9:00 AM to 3:00 PM, unless sold out of all products. (There will be no early teardown even if Vendor is sold out.)**
- **Tear down will begin after 3:00 p.m. on Sunday and must be completed by 7:30 p.m.** Please be aware that streets will be open to through traffic. **No** early teardown allowed. **NO VEHICLES WILL BE ALLOWED ON SITE UNTIL 4:00 pm.**
- 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.
- **Electric space heaters are NOT allowed** per the City of Winterset.
- Only service animals will be permitted.
- This is a non-smoking event and there will be signs posted at the Market.

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: _____

Items to be included with application:

- Submit at minimum 2 photographs (1 photograph of your booth & 1 photograph of your product)
New applicants only
- A general listing of the items you plan to sell. Only approved products may be offered at the market
- 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)
- Payment in the form of a check or credit card information
- Please keep a photocopy of this contract for your records

All documents due by May 1st, 2025 to:

**Madison County Chamber of Commerce
73 Jefferson St. Winterset, IA 50273**

Please list any specific requests:

PAYMENT INFORMATION

_____ Check Enclosed
Credit Card: ___VISA ___MC ___OTHER CREDIT
CARD NUMBER: _____
EXPIRATION DATE: _____
3 DIGIT CODE ON BACK OF CARD: _____
ZIP CODE: _____
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