



# KEOSAUQUA FALL FESTIVAL

## 2018 VENDOR INFORMATION

[citykeo@netins.net](mailto:citykeo@netins.net) [www.keosauqua.com](http://www.keosauqua.com)

Phone: 319-293-3536

**General Information** - The Keosauqua Fall Festival is held annually, the second full weekend in October coinciding with the Villages of Van Buren Scenic Drive Festival. Show hours are Saturday the 13<sup>th</sup>, 9am - 5pm and Sunday the 14<sup>th</sup>, 10am-4pm. Vendors must be open and staffed both days, the entire time. No weather guarantees or refunds. There will be a limited number of vendors allowed per product type.

**Application Deadline** - The application deadline is September 1, 2018. Submitting prior to this date will also get your business name listed on our map. To be considered for the EARLY BIRD discount (\$10) you must submit your application prior to July 1, 2018. No returning vendors will be guaranteed the spot they have had previous years, although we will do our best to place you in your returning spot. Vendor layout is subject to change. A confirmation will be sent via email or postcard after application is approved.

**Festival Set-up Schedule** - Thursday, October 11th **12pm - 4pm** & Friday, October 12th **10am - 6pm**. All vendors **must check in** before setting up. A representative of the City will be in front of the Hotel Manning to check you in and show you your spot. ALL SPOTS ARE ASSIGNED. Vendors are responsible for providing their own tent, extension cords, tables and chairs.

**Cancellations** - Cancellations up to two weeks prior to the Festival will be refunded, less a 25% administrative fee. Canceling within two weeks prior to Festival, for any reason, will result in the forfeit of your fee.

### **Rules and Regulations** -

**Permits** - Vendors are responsible for obtaining the appropriate permits from local authorities for their operation. An Iowa Sales Tax Number must be provided on the attached application, if you don't have a Sales Tax number one must be obtained at <http://tax.iowa.gov>. All food vendors must display current food permit from the Iowa Department of Inspections and Appeals.

**Vehicle Access** - Vendors will be allowed to utilize vehicles to move equipment and goods to the site only at times designated by the Festival, generally before the start of the Festival or after the Festival closes each day. Vehicles **MUST** be off the street before the Festival begins. Vehicles will not be allowed into the Festival area during the Festival's hours or they are subject to being towed. Any exceptions must be approved by the Fall Festival Committee.

**Trash** - Vendors must dispose of all trash in the dumpster provided for the Festival. Vendors are expected to clean up their area regularly during the Festival and thoroughly at the closing of the Festival.

**Sub-letting** - Transfer or subletting of booth space is not allowed. All products and/or services offered for sale during this Festival must be the same products and/or services approved from the application.

**Liability and Indemnification** - The vendor agrees to hold harmless the City of Keosauqua and to assume all liability for damage or injury including death to property or persons arising from accidents or other causes incidental to the vendors' participation in the Festival and hereby releases the City of Keosauqua from any liability whatsoever.

*We reserve the right to dismiss any vendor at any time, without refund, due to inappropriate behavior or neglect of rules and regulations.*

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Date

Signature of Applicant

By signing above, you have agreed to the Festival Information and Rules listed herein.



# Keosauqua Fall Festival 2018 Vendor Application Form

October 13 & 14, 2018

[citykeo@netins.net](mailto:citykeo@netins.net) [www.keosauqua.com](http://www.keosauqua.com)

Phone: 319-293-3536

### Office Use Only

Date Received \_\_\_\_\_

Check # \_\_\_\_\_

Accepted Yes or No

Booth Location \_\_\_\_\_

Waiting List Yes or No

Confirmation Sent/Date \_\_\_\_\_

This agreement is made and entered into by and between the City of Keosauqua and

Business Name: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Iowa Sales Tax ID Number: \_\_\_\_\_

### I am applying for a spot in the following location:

Outdoor Craft Show  
\$75 (10'X10')

Food Vendor  
\$150

**\$25 Each Additional 10' Space**

**\$15 Electricity per vendor if needed**

Vendor Type:  Arts & Crafts

Direct Sales

Flea Market

### HAVE YOU EXHIBITED AT THIS FESTIVAL BEFORE? YES or NO

IF YES, HOW MANY YEARS? \_\_\_\_\_ PREVIOUS LOCATION \_\_\_\_\_

IF NO, HOW DID YOU LEARN ABOUT THE FESTIVAL? \_\_\_\_\_

Fee Calculator	
Vendor Fee	\$ _____
Electricity	\$ _____
Additional Space	\$ _____
Early Bird Discount	\$ _____
<b>TOTAL ENCLOSED \$</b>	_____

In the space below, please provide a description of the product you will be selling and attach a photograph of your booth. If you are a food vendor please provide a detailed menu. You may attach a sheet of paper if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PAYMENT NOTICE

Payment by personal check or money order must be received when application is submitted.

Please include the signed application above.

**Make checks payable to: City of Keosauqua, P.O. Box 555, Keosauqua, IA 52565**