

# 2023 FLEA MARKET & CRAFT SHOW

Vendor Policies & Procedures  
Van Buren County Conservation Board (VBCCB)

**MAY 27-28 10am -5pm**

**OCT 14-15 10am- 5pm**

No Rain Dates \* Events subject to change

**PRODUCTS:** Products sold in the show can be craft, artwork, resale, collectibles, flea market, antiques. You must remain with your items during the event. All items must be clearly priced at the start of the show.

**ITEMS: Must be family friendly** - No pornographic or of sexual nature in pictures or wording

## **REGISTRATION / SET-UP:**

Friday of the event weekend: between 9:30am and 5:30pm Sat: from 7:30 - 9am

All participants **MUST** check in prior to booth set-up at the shelter house on the east end of the park.

**Participants must be approved to arrive early for set up if on a Thursday before the event and will be charged a \$5 early arrival fee.** Contact Cheryl at work- 319-293-3589 or her cell number 641-919-7829 to meet or arrange.

**ELECTRICITY:** Electricity is \$12 for 110 plug, \$15 for 20 amp, \$21 for 30 amp for the 2-3 days. It is ONLY AVAILABLE for vendors that arrange and pay for electricity with the VBCCB. If you are using electricity that was not approved by the VBCCB, you will be forced to unplug immediately.

**IOWA SALES TAX PERMIT NUMBER:** An Iowa Sales Tax Permit Number **MUST** be supplied by all participants. It is the responsibility of the vendor to report and take care of their sales tax to the Iowa Revenue Service after the event.

**SHOW HOURS:** Saturday and Sunday 10am - 5pm

*We do allow vendors to sell on Fridays once they are set up.*

**SECURITY:** There is no hired security. The VBCCB is not responsible for any stolen or damage products, tents or other items in vendor booths.

**CODE OF CONDUCT:** The VBCCB reserves the right to refuse anyone using inappropriate language or behavior or displaying undesirable items. Vendors displaying a poor attitude toward other vendors, customers or staff will be addressed immediately. This is at the discretion of the VBCCB and the decision is final. Anyone not abiding by these rules will be asked to leave.

**PARKING:** Vendor vehicles may park nearby their sales unit if room is available and ground is suitable. Vendor will keep vehicle off soft wet ground and areas that do not block or impede other vehicles.

**CAMPING:** Overnight camping is allowed at the vendor sales unit with permission. Large campers/RV's over 30 ft, are to go in the campgrounds. It is encouraged to reserve a spot in campground as space is limited. Go to [mycountyparks.com](http://mycountyparks.com) to reserve.

**RESTROOMS:** Located in the Greef General Store, at the shelter house on the East end of park, and an SST on the West end of the park. Extra Portable units will be available for the Oct. event.

**PETS:** Owners will be responsible for cleaning up after their pets and keeping the public safe from any aggressive behavior by pets.

## **\*BOOTH FEE:**

May- \$20 for 1 table or 10x10 \$30 for 15 up to 20, \$30 for larger space needed.  
Oct-\$25 for 1 table or 10x10 \$50.00 for 15 up to 20, \$60 for any larger space needed.

There is a \$25.00 fee for any returned checks. Above prices do not include fee for electricity / early set-up.

RV's and large campers larger than 30 ft are not allowed on the grounds but are welcome to park in the campgrounds.

Vehicles, campers etc will be set up on grounds unless the grounds if heavy rains and grounds are soft.

**VENDOR SPACE:**

Vendors must supply their own tents, tables and displays. Vendors are responsible for cleanliness of their display area during the show, and cleanup of their area before leaving each evening.

No subleasing of spaces is allowed. You can request an email or mailing confirmation of your acceptance. You can pay in advance for a specific space if available and agreed upon by manager. For those not designated a space, the Conservation will meet with each vendor and help find a set up area that works for both the vendor and VBCCB.

**CANCELLATION:** In the event of cancellation 15 days, or more, prior to the Flea Market & Craft Show, your payment will be refunded. In the event of cancellation 14 days, or less, prior to Flea Market & Craft Show, no refund will be granted. There is a \$25.00 fee for any returned insufficient fund checks.

[Full refund should the Conservation cancel.](#)

**DISCLAIMER:** The Van Buren County Conservation is not responsible for any loss, damage, or accidents which may occur to your property or person.

**EXHIBITION AREA:**

**Bentonsport Riverside Park. Outdoor show, be prepared! No rain dates**

**LOCATION:**

Bentonsport is located in SE Iowa, Van Buren County, on Scenic Byway J-40 between Bonaparte and Keosauqua.

**Payable to:**

**Van Buren Co. Conservation, att: Cheryl, 816 Franklin St, Keosauqua, Iowa 52565**

**For more information:**

**Phone: 319-293-3589    Email: cduke@vanburencounty.iowa.gov    Website: www.historicbentonsport.com**

**AGREEMENT**

I have read and agree to abide by all of the above policies. I understand that failure to do so will be grounds for rejection of application for future VBCCB events, and also possibly being asked to leave this year. I agree to hold the Van Buren County Conservation harmless, for any loss, damage, or accidents which may occur. Rules, regulations, and fee's are subject to change. I also understand that decisions made by the VBCCB are final.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Vendors are REQUIRED to have an IOWA license from the Iowa Revenue Service.  
Please fill out form below:**

<b>First Name</b>		<b>Last Name</b>	
<b>Address</b>		<b>City</b>	
<b>State/Zip</b>		<b>Phone</b>	
<b>Unit Type and Size</b>	<input type="checkbox"/> Van <input type="checkbox"/> Camper (under 30 ft) <input type="checkbox"/> Tent size _____ truck/trailer length _____ <i>No RV's or campers over 30ft</i>		<b>Electric Needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IOWA Sales Tax #</b>		<b>Email Address</b>	

Brief description of merchandise: \_\_\_\_\_

----- (Below information for office use only) -----

**May:** Pd \$ \_\_\_\_\_ date \_\_\_\_\_ ck, cash:    **Oct:** Pd \$ \_\_\_\_\_ date \_\_\_\_\_ ck, cash