

JunqueFest 2018 Food and Wine Vendor Application
Downtown Webster City
Memorial Day Weekend - May 25 - 27, 2018

SETUP

Thursday 3:00 pm – 8:00 pm
 Friday 8:00 am – 12:00 pm

EVENT

Friday 12:00 pm – 7:00 pm
 Saturday 9:00 am – 6:00 pm
 Sunday 9:00 am – 3:00 pm

TEARDOWN

Sunday 3:00 pm – 5:00 pm

CATEGORY

Hot or Cold Food?	Meat	Salads	Sandwiches	Pizza	Ice Cream	Wine	Other <i>(give brief description)</i>

Please measure you space needs carefully as space may be tight.

FOOD VENDOR SPACES

Early Bird Discount on booths if paid by 1/31/18

24' x 15'	
paid by 1/31/18 \$125	
paid after 1/31/18 \$150	
Small trailers allowed - see page 2	
# of Spaces	

12' x 15'	
paid by 1/31/18 \$75	
paid after 1/31/18 \$90	
# of Spaces	

TOTAL Fee

FOOD VENDORS ARE REQUIRED TO HAVE & ARE RESPONSIBLE FOR ACQUIRING A TEMPORARY FOOD ESTABLISHMENT PERMIT.

ELECTRICITY NEEDED? YES NO

SALES TAX ID#

(SALES TAX ID# REQUIRED – Application will not be finalized without it)

VENDOR NAME

EXHIBITOR(S) NAME

ADDRESS

CITY, STATE, ZIP

PHONE

EVENT PHONE

(# you can be reached at while at JunqueFest)

EMAIL ADDRESS

WEBSITE/FACEBOOK PAGE

Payment, application, and all supporting documentation must be received by Monday, May 7, 2018.

Make payable to: Webster City Area Chamber of Commerce

Mail payment to: 628 2nd Street

PO Box 310

Webster City, Iowa 50595

Pay Online: VisitWebsterCityIowa.com/JunqueFest

Email for info: junquefestwc@gmail.com

Exhibitor is responsible for collection of all sales taxes.

Read JunqueFest 2018 Agreement and JunqueFest 2018 Rules & Requirements on back before signing. Initial each rule & sign at the bottom.

JunqueFest 2018 Agreement

PLEASE READ CAREFULLY AND INITIAL EACH BOX AS ACKNOWLEDGEMENT OF AGREEMENT

- Agrees to read and be responsible for compliance with all the rules and regulations in this application.
- Agrees to indemnify, defend, protect, and hold harmless the sponsors, proprietors of location, and all its associates for any personal injury, loss, or damages to himself/herself or any property loss or damages of any nature suffered by any person caused by the exhibitor. Exhibitor may not assign their application for exhibit space or permit any other person to use part of said space.
- Agrees to hold harmless the sponsors, proprietors of the location, and its associates for any merchandise lost, stolen, or broken.
- Agrees that, should an accident occur with the exhibitor's space caused by the exhibitor's displays, products, or unsafe conditions, the exhibitor will be held liable. The exhibitor agrees to save and hold harmless sponsors, proprietors, and all said associates from liability resulting in such accidents.
- Is responsible for product liability and accurate representation of products offered for sale.
- Vendors will be responsible for their own liability insurance coverage, tables, tents and other display related items.
- JunqueFest reserves the right to formulate additional rules and regulations if necessary for the betterment of the show.

JunqueFest 2018 Rules & Requirements

Noncompliance may forfeit your attendance at this and future vending opportunities

- This is a rain or shine event. No exhibits are to be torn down early without the permission of the Chamber Director.
- Booths **MUST** be accessible from **both the sidewalk and the street**.
- Do **NOT** anchor your booth to concrete, street, sidewalk, trees, structures or City property. Any property damage may result in fines and any repair costs shall be assessed to you.
- You or your representative must be in attendance at your space during the entire event and must remain open during the entire event hours.
- Cooperation, patience, and a pleasant attitude with other vendors, shoppers, **volunteers** and the Chamber staff is expected.
- You will forfeit your space if payment is not received by Monday, May 7, 2018 and you have not contacted the Chamber office to make arrangements. If you are unable to attend, please notify the Chamber office as soon as possible.
- Exhibitor placements are based on several items including, but not limited to, date application received, overall product mix, and number of booths. Consideration of special setup needs will be taken into consideration, but not guaranteed.
- Show dates are May 25 – 27, 2018. Event Hours are Friday: 12-7, Saturday: 8-6, Sunday: 9-3.
- Exhibitor set up is Thursday, May 24, 2018 starting at 3:00 p.m.
- Please unload and **immediately** remove your vehicle from the area. All vehicles must be removed from the show area by 11 a.m. Friday.
- Trailers may be parked in your booth no more than 24 inches from the curb and may not encroach on neighboring booth space.
- Park in designated Vendor Parking zones in consideration of our attendees. Vendor parking zones will be clearly marked on a map in your vendor packet.
- Teardown will be on Sunday, May 27 from 3 pm - 5 pm. Please leave your booth space clean of debris.
- Be aware of and take precautions to prevent shoplifting from occurring in your booth during the event and overnight. Security will be onsite overnight.
- Keep your space neat in appearance, restocked, and staged in accordance with JunqueFest standards. Checkout, merchandise, and all display must be kept within your designated space.
- Remove and take all trash belonging to you to the designated trash roll offs. Please do not use the trash receptacles on the street as these are for attendees.
- Provide customer service. Assist your customers with heavy merchandise. Contact the Chamber if items need to be hauled to the customers' vehicle. You will be notified in your Vendor Packet of the procedure and communication method. This is a free service and will be conducted on a first-come, first-served basis, so please be patient and let your customers know they may have to wait. No vehicles will be allowed on the grounds during the event except emergency vehicles.
- All back stock, moving equipment, and packing products (boxes, tubs) must be stored out of sight.
- Merchandise must be clearly priced.
- JunqueFest reserves the right to refuse any merchandise we find unfit for this family friendly event.
- JunqueFest does not supply backdrops, partitions or **vendor signage**. Vendors must provide their own.
- To make the most of your attendance help promote the show via social media and marketing materials that will be provided upon receipt of payment.
- Keep fire aisles free and clear. Do not set up past the designated fire lane. Make access in and out of your booth as easy as possible.
- JunqueFest is a juried show. JunqueFest reserves the right to refuse any vendor that does not fit with the theme of the event. Please provide photos or a website with your application to assist in this process. If refused, you will receive a notice of refusal.

By signing below, you hereby agree to the terms and conditions therein.

Signature _____

Date _____