

JunqueFest 2024 Vendor Application

Located at the Hamilton County Fairgrounds! 1200 Bluff Street, Webster City, IA

Spaces available while they last!

Set Up Begins on Thursday, May 23rd from 8AM – 7 PM and

Friday, May 24th from 8 AM to 11 AM.

Show hours are Friday, May 24th from Noon-8 PM

and Saturday, May 25th from 9-5

Types of items
for Sale. Check
all that apply:

Primitive _____ Vintage _____ Repurposed _____ Yard Art _____ Upcycled _____
Architectural Salvage _____ Artisan _____ Furniture _____ Other: _____

Indoor Prices

Single Space (15 X 15)	Double Space (15 X 30)
Before March 1st \$100	Before March 1st \$125
After March 1st \$125	After March 1st \$150

Outdoor Prices

Single Space (15 X 15)	Double Space (15 X 30)
Before March 1st \$ 90	Before March 1st \$110
After March 1st \$110	After March 1st \$130

Indoor space _____

Outdoor Space _____

of total indoor single spaces: _____

of total outdoor single spaces _____

of total indoor double spaces: _____

of total outdoor double spaces _____

Total cost: \$ _____

Business Name: _____

Sales Tax ID #: _____

Business Contact: _____

Address _____

City, State, Zip _____

Phone: _____

Event Phone: _____

Email Address: _____

Website/Facebook Page _____

Payment, application, and all supporting documentation must be received by **Monday, May 6th, 2024.**

Make online payment or checks payable to: Webster City Area Chamber of Commerce

Mail Payment to: Po Box 310 Webster City, IA 50595 or call 515-832-2564 or email

info@visitwebstercityiowa.com

JunqueFest 2024 Agreement

Vendors are responsible for obtaining licenses for hazardous food products and meeting State food safety requirements. Vendors shall maintain, at their expense, comprehensive general liability insurance with policy limits not less than a combined single limit for bodily injury, property damage and personal injury liability of \$100,000 per occurrence and \$300,000 aggregate and **provide proof of this insurance to the JunqueFest Management upon request** naming the Webster City Chamber and Hamilton County Fairgrounds as additional insured. Vendors are responsible for obtaining a State of Iowa Sales Tax Permit and filing proper reports and paying all tax due on taxable sales.

PLEASE READ CAREFULLY. YOUR SIGNATURE BELOW IS ACKNOWLEDGEMENT AND 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 exhibit tor. 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 2024 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.
- You/your representative must attend your space during the entire event and must remain open during 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 6th, 2024, 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 24th & May 25th. Event Hours are Friday, May 24th 12-8 PM And Saturday May 25th, from 9-5 PM.
- Exhibitor set up is Thursday, May 23rd from 8 am to 7 PM and Friday, May 24th from 8 –11 Am. **No guarantee of electricity in your booth**
- Please unload and **immediately** remove your vehicle from the area. All vehicles must be removed from the show area by 11 AM on Friday.
- Trailers may be parked in your booth so long as they are contained in the marked area 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 Saturday, May 25th no earlier than 5 PM. Please leave your booth space clean of debris. All indoor vendors must be finished with teardown by 8 PM.
- 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. These will be marked on the maps in your vendor packets.
- 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 all terms and conditions therein.**

Signature _____ Date _____