



**DOWNTOWN PARTNERSHIP
STREET FESTIVAL
July 23 & 24, 2010
ART & CRAFT VENDOR AGREEMENT**

The following rules and policies are provided to ensure fairness to all participating artists and to the buying public. Any failure to comply will result in immediate removal from the Fest and the artist will not be eligible to participate in the Downtown Partnership Street Fest for three years.

HOURS OF THE FESTIVAL

Friday, July 23 10:00 a.m. – Midnight

Saturday, July 24 9:00 a.m. – Midnight

- **Arts & Craft Vendors may teardown after 9:00 p.m. both nights!**
- The artist must be present for the entire two-day event.

TERMS OF AGREEMENT

- All arts and crafts must be unique and **original** handmade creations. Any Art & Craft Vendor selling commercial items will be immediately asked to leave the Fest and will forfeit their \$25 deposit.
- Work displayed on-site will be consistent with the work shown in photos.
- A special area will be set-up for Commercial Vendors separate from the Craft Vendors.
- Product lines may include but not limited to:

candles	plants/flowers
clothing/textiles	pottery
basket weaving	paintings
graphic arts	perfumes/oils/potpourri
herbs/spices	silk screening
jewelry	toys & dolls
leather/furs	woodworking

- Vendors are not allowed to “roam” outside of their vendor booth space.
- The Street Fest Committee reserves the right to modify any components of this event as needed. All decisions made by the Festival Director and/or Committee are final.

APPLICATION

- All entries must be postmarked or received no later than **May 14, 2010**.
- The booth fee and security deposit must be submitted upon application into the festival. No contracts will be accepted until completed application and all fees are received at the Downtown Partnership offices.
- A \$25 late fee will be assessed to all entries received after May 14. No applications will be accepted after **June 1, 2010**.
- All applications are dated upon receipt, which will be the order of jurying and final selection. A limited number of same types of vendors/products will be accepted.

PHOTOS

- Please submit a total of **three (3)** photographs. Two (2) must be of individual pieces showing your original work and one (1) photo of your current display.
- Any application without the required photos will be returned. You may re-apply if the required photos are enclosed with your original contract and returned to our office. **Because we are monitoring the use of commercial products this year, please send photos even if you are a returning vendor.**

PHOTOS (continued)

- Your photos will be returned to you during the Street Festival. You may also include a self-addressed stamped envelope with sufficient postage for the return of your photos. DavenportOne-Downtown Partnership is not responsible for photos without the SASE for return.

SELECTION

- The selection process will take place as entries are received.
- The Street Festival Committee will be viewing the three (3) photos of each entry and determining acceptability. The available spaces will then be filled by qualifying vendors.
- Upon acceptance, the exhibitor booth fee will be deposited and will **NOT BE REFUNDED**. All vendors not juried will receive their undeposited checks back.
- Art & Craft vendors are only judged by photos submitted.
- The Street Fest Committee reserves the right to limit the same types of art that can participate in the event.

CONFIRMATION:

- Confirmation will be made as applications are accepted. Space assignments will be sent by July 1, 2010.

BOOTHS

- Each vendor is provided a ten foot (10') wide by ten foot (10') deep exhibition space, which is assigned by the Street Festival Committee.
- If you choose to pay additional for electric services, you are required to bring a 100-foot electrical cord and equipment. All cords & equipment must have grounds and must meet approval of on-site electrician.
- Participants are expected to bring their own display booth, display racks, tents, sandbags/weights, and any booth support materials. All materials must be stored within the confines of the area you are assigned.
- Vendors are prohibited from playing music at their booth that is disruptive to fellow vendors and festival entertainment.
- Vendors will be responsible for any property damage incurred in the area of their booth.
- All sales will be conducted by cash and will be the responsibility of the vendor.

FEES

- The Vendor fees include a \$175 non-refundable booth fee and \$25 booth deposit. Deposit fees will be refunded within two weeks following the festival, based on vendor following all rules of this agreement.
- **After May 14 a late Fee of \$25 will be assessed to each application. Final deadline is June 1.**
- Vendors requesting electrical use will be assessed an additional charge of \$100, and will only be wired for a maximum of 50 amps.
- No vendor will be allowed to have electrical use unless it is paid with his or her vendor fees, and received by June 1.
- Payment shall be made by cashier's check, certified check, or money order for the full amount due and must be sent with each application. **No personal checks or business checks will be accepted. No exceptions.**
- Vendors that do not follow the rules of this agreement will forfeit their \$25 deposit.
- No application will be accepted unless full amount due is received.

TRAILER PARKING

- A designated area will be available for free vendor parking, however vendors may purchase a “Vendor Parking” permit.
- “Vendor Parking” permits will be available for vendors to purchase for their storage trailer and storage vehicles in the Harrison Street Parking Garage on the ground level which is next to the Art & Craft Area. **Space is limited** and permits will be distributed on a “first come/first served” basis.
- “Vendor Parking” permits are \$20 each and are valid for one trailer or vehicle for 3 days (Thursday – Saturday).
- Parking is only permitted for storage trailers or vehicles. There will not be any “in/out” service available during the event. Vendors will have access to their trailers during the event and will be able to remove their trailers as they are released from the Festival.
- A permit is valid for one trailer or vehicle. Additional passes must be purchased for additional trailers or vehicles.

SET-UP

- Arts & Craft Vendors may begin set-up at 5:00m. on Thursday, July 22 and must be completed by 10 a.m. Friday, July 23.
- Because of a major foot race in Downtown Davenport, held on Saturday, July 24, at 8:00 a.m., it is **recommended** that Art & Craft Vendors be at their booths by 6:00 a.m. on Saturday. All exhibitors **must** be set-up by 10:00 a.m. on Friday and 9:00 a.m. on Saturday.
- No vehicles will be allowed on the streets after 10:00 a.m. on Friday, or 9:00 a.m. on Saturday.
- All Art & Craft vendors must remain open during festival hours until 9:00 p.m.
- Any vendor seen tearing down their booth before 9:00 p.m. will automatically forfeit their \$25 deposit and will not be eligible to participate in the Street Festival for three years.
- Vendors may **HAND-CART** items from the area after 9:00 p.m. each night.
- No vehicles will be allowed back in the festival area until after closing at Midnight and pedestrians have cleared. The Davenport Police have mandated that no vendors will be allowed to drive in the area before Midnight. This is done for crowd control and safety.

SALES

- All proceeds go to the artists. Each artist is responsible for collecting and paying Iowa Sales tax.

SECURITY

- Art & Craft Vendors may leave display overnight Thursday and Friday at their own risk. We will be asking you to provide event staff with an emergency phone number in case of need.
- General grounds security will be provided but any damage or loss will be the responsibility of the artists and not the Festival Committee.
- The Street Festival Committee will visit all booths and has the authority to request the removal of any exhibit or undesirable item.

PLEASE ABIDE BY THE RULES - IT MAKES THE EVENT SAFER FOR EVERYONE!

QUESTIONS

Contact Marcy Hyder at the Downtown Partnership - Iowa Quad City Chamber
130 W. 2nd Street, Davenport, IA 52801
Phone (563) 823-2667, Fax (563) 322-7804
E-mail: mhyder@iowaQCchamber.com

Keep this information for your records.

OFFICE USE ONLY

Date Received: _____ Amount: _____ Vendor Placement # _____

All complete applications are dated upon receipt, which will be the order of jurying and booth request priority.
All entries must be postmarked or received no later than **May 14, 2010**.

**DOWNTOWN PARTNERSHIP
STREET FESTIVAL
July 23 & 24, 2010
ART & CRAFT VENDOR CONTRACT**

Please print the following:

ARTIST'S NAME: _____ COMPANY NAME: _____

NAME THAT DEPOSIT REFUND SHOULD BE PAYABLE TO: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ CELL PHONE # _____ E-MAIL ADDRESS: _____

IOWA SALES TAX ID NO.: _____

Space assignments will not be made unless the vendor provides a Tax Identification or Social Security number.

PRODUCT LINE (Be specific): _____

Only the items listed above will be allowed to be sold – based on Committee approval.

Yes, these items are original works created by applicant. I understand, accept, and will abide by the rules and policies set forth in Street Festival Arts & Crafts Agreement. I also waive the Festival Committee, Downtown Partnership – Iowa Quad City Chamber, the City of Davenport, sponsors, and any private property owner's, of any responsibility for damage to or loss of equipment or artwork and any bodily harm, due to any cause be it act of God or otherwise.

Artist's Signature _____

Date _____

FEES:	Non-refundable booth charge=	\$175.00
	Number of booth spaces x	_____
	Security Deposit	+ \$ 25.00
	Subtotal	= _____
	*Electricity - \$100	= _____
	Trailer Parking Pass \$20 each=	_____
	Trailer Size: Length _____x _____Width	
	*Must fit in a standard parking spot	
	\$25 Late Fee after May 14th	_____
	Total Booth Fee	= _____

Send complete application, 3 photos, self-addressed stamped envelope for photo return, and cashier's check, certified check or money order payable to:

**DOWNTOWN PARTNERSHIP
(IOWA QUAD CITY CHAMBER)
ATTN: STREET FEST
130 W. 2nd STREET
DAVENPORT, IA 52801**

QUESTIONS

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Phone (563) 823-2667
Fax (563) 322-7804

E-mail: mhyder@iowaQCchamber.com

**No application will be accepted
unless full amount due is received.**