



## DOWNTOWN PARTNERSHIP STREET FESTIVAL July 23 & 24, 2010 COMMERCIAL VENDOR AGREEMENT

The following rules and policies are provided to ensure fairness to all participating Commercial Vendors 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 AM – Midnight  
Saturday, July 24                9:00 AM – Midnight

- **Commercial Vendors may teardown after 9:00 p.m. both nights!**
- Exhibitor must be present for the entire two-day event.

### APPLICATION

- All entries must be postmarked or received no later than **May 14, 2010**.
- All applications are dated upon receipt, which will be the order of jurying and booth request priority.
- The Downtown Partnership Street Fest Committee will determine the booth location for all vendors. You will be notified of your booth location by July 1, 2010.

### FEES

- The Commercial Vendor fees include a \$400 booth fee and a \$25 refundable deposit. Deposit fees will be refunded within one week following the festival, based on vendor following all rules of this agreement.
- After May 14, a Late Fee \$25 will be assessed to each application. No applications will be accepted after June 15<sup>th</sup>.
- Vendors requesting electrical use are 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 prior to the Street Fest.
- **A cashier's check or money order for the full amount due must be sent with each application.** No personal checks, no business checks will be accepted.

- Upon acceptance, the exhibitor booth fee will be deposited into the Festival and will **NOT BE REFUNDED**.
- The Street Fest Committee has the authority to reject the application of any exhibit or undesirable item. If a Commercial Vendor is not accepted into the show, the vendor will receive their undeposited checks back.
- The Director of the Street Fest will approve any changes or replacements due to emergency situations only.

### BOOTHS

- Commercial and Craft vendors will be located in separate areas.
- Each Commercial Vendor is provided a ten foot (10') wide by ten foot (10') deep exhibition space, which is assigned by the Street Fest Committee on a first-come-first-serve basis. Vendor booths **will not be allowed to extend beyond the fifteen-foot (15')** deep mark (from the curb out).
- 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.

### CONFIRMATION

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

## SET-UP

- Exhibitors may begin set-up at 6 p.m. on Thursday, July 22 and must be completed by 10:00 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 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 and 9:00 a.m. on Saturday.
- All exhibitors must remain open during festival hours **until 9 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 Fest for three years.
- Vendors may **HAND-CART** items from the area after 9:00 p.m.
- 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.

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

## PHOTOS

- Please submit a total of two (2) photographs 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.**
- Please include a self-addressed stamped envelope with sufficient postage for the return of your photos. The Downtown Partnership is not responsible for photos without the SASE for return.

## SALES

- All proceeds go to the vendor. Each Commercial Vendor is responsible for collecting and paying Iowa Sales tax.

## SECURITY

- Commercial Vendors may leave display overnight Friday at their own risk.
- General grounds security will be provided but any damage or loss will be the responsibility of the artists and not the Festival Committee.
- The Wells Fargo Street Festival Committee will visit all booths and has the authority to request the removal of any exhibit or undesirable item.

### QUESTIONS?

Contact Marcy Hyder  
Phone (563) 823-2667  
Fax (563) 322-7804

E-mail [mhyder@iowaQCchamber.com](mailto:mhyder@iowaQCchamber.com)

Keep this information for your records.

Complete the attached contract and return to the Downtown Partnership – Iowa Quad Cities Chamber, Attn: Street Fest.

OFFICE USE ONLY

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

Vendor Placement Number \_\_\_\_\_

All 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  
COMMERCIAL VENDOR CONTRACT**

***Not acceptable if illegible - please print the following:***

COMPANY NAME: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ EMERGENCY #: \_\_\_\_\_

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 item listed above will be allowed to be sold – based on Committee approval.

Yes, I understand, accept, and will abide by the rules and policies set forth in the Downtown Partnership Street Festival Commercial Vendor Agreement. I also waive the Downtown Partnership Street Fest Committee, Iowa Quad Cities Chamber-Downtown Partnership, 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.

Commercial Vendor's Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>FEES:</b>	Non-refundable booth charge	=	\$400.00
	Number of spaces	=	X _____
	Security Deposit	=	+ \$ 25.00
	Subtotal	=	_____

\*Optional \$100 for Electricity = \_\_\_\_\_

\$25 Late Fee after May 14 = \_\_\_\_\_

**TOTAL BOOTH FEE** = \_\_\_\_\_

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

\*Vendors requesting electric are 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 contract and fees are received by **May 14, 2010**.

**Please send complete application, 2 photos, self-addressed stamped envelope for photo return, and cashier's check, certified check, or money order payable to:  
DOWNTOWN PARTNERSHIP ATTN: DOWNTOWN STREET FEST  
130 W. SECOND STREET DAVENPORT, IA 52701-1807**