

DAVENPORTONE-DOWNTOWN PARTNERSHIP  
WELLS FARGO STREET FESTIVAL  
July 24 & 25, 2009  
NON-PROFIT VENDOR AGREEMENT



This agreement is between DavenportOne-Downtown Partnership and the undersigned Non-profit vendor.

#### HOURS OF THE FESTIVAL

Friday, July 24 10:00 AM – Midnight

Saturday, July 25 9:00 AM – Midnight

- Non-profit vendors may tear down after 8:00 p.m. both nights!
- Exhibitor must be present for the entire two-day event.

#### RULES

- Non-profit booths are **not allowed to sell any items** from their booth. You may however, sell membership if you are membership based non-profit organization.
- No beverages or food products may be given away at your booth.
- The Wells Fargo Street Festival Committee has the authority to reject the application of any exhibit or undesirable item.

#### APPLICATION

- All entries must be postmarked or received no later than **July 1, 2009**.
- No vendor will be allowed to have electrical use unless it is received by **July 1, 2009**.
- All applications are dated upon receipt, which will be the order of booth request priority.
- No vendor booth locations will be held until completed application is received at the DavenportOne offices.

#### FEES

- Non-profit vendors will be provided one space free of charge.
- Non-profit vendors requesting electrical usage are assessed an additional charge of \$100, and will only be wired for a maximum of 50 amps.
- Non-profit vendors will not be allowed to have electrical use unless it is paid and received by July 1, 2009.
- The Director of the Wells Fargo Street Festival will approve any changes or replacements due to emergency situations only.

#### CONFIRMATION

- Confirmation will be made as entries are selected. Space assignments will be sent by July 1, 2009.

#### BOOTHS

- A special area, separate from the Craft and Commercial vendors, will be set-up for Non-profit vendors.

- Each Non-profit vendor is provided an exhibition space, which is assigned by the Wells Fargo Street Festival Committee on a first-come-first-serve basis. Exhibit spaces are ten foot (10') wide by ten foot deep (10'), but can be adjusted, according to need, for Non-profit vendors only.
- If you choose to pay 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.
- DavenportOne-Downtown Partnership **will not** provide any type of framed tents or covering for Non-profit vendors.
- Participants are expected to bring their own display booth, tents, sand bags/weights, display racks and any booth support materials. All materials must be stored within the confines of the area you are assigned.
- Non-profit vendors will be responsible for any property damage incurred in the area of their booth.

### SET-UP

- Exhibitors may begin set-up at 6 p.m. on Thursday, July 23 and must be completed by 10:00 a.m. Friday, July 24.
- Because of a major foot race in Downtown Davenport, held on Saturday, July 25, 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 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 exhibitors must remain open during festival hours until 8:00 p.m. both days.
- Vendors may **HAND-CART** items from the area after 8:00 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!**

### SECURITY

- Non-profit 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 exhibitor 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@davenportone.com](mailto:mhyder@davenportone.com)

Keep this information for your records.

Complete the attached contract and return to the DavenportOne-Downtown Partnership.

OFFICE USE ONLY

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

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

All applications are dated upon receipt, which will be the order of booth request priority.

All entries must be postmarked or received no later than July 1, 2009.

**DAVENPORTONE-DOWNTOWN PARTNERSHIP  
WELLS FARGO STREET FESTIVAL  
July 24 & 25, 2009  
NON-PROFIT VENDOR CONTRACT**

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

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

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

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

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

EMERGENCY # \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL TAX ID NUMBER: \_\_\_\_\_

Space assignments will not be made unless the vendor provides proof of Non-profit status.

ITEMS/INFORMATION TO BE DISTRIBUTED FROM BOOTH: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Only the item listed above will be allowed – based on Committee approval.

I understand, accept, and will abide by the rules and policies set forth in the Wells Fargo Street Festival Non-profit Vendor Agreement. I also waive the Wells Fargo Festival Committee, DavenportOne-Downtown Partnership, the City of Davenport, sponsors, and any private property owner's, of any responsibility for damage to or loss of equipment or product and any bodily harm, due to any cause be it act of God or otherwise.

\_\_\_\_\_  
Non-profit Vendor's Signature

\_\_\_\_\_  
Date

TOTAL SQUARE FOOTAGE: \_\_\_\_\_ feet wide x \_\_\_\_\_ feet deep (please complete before returning contract!)

SPACE FEE: N/A

ELECTRICITY (Optional): \$100.00 USED FOR: \_\_\_\_\_

Vendors requesting electrical usage are assessed an additional charge of \$100, and will only be wire for a maximum of 50 amps. **No** vendor will be allowed to have electrical use unless contract and fees are received by July 1, 2009.

Please send complete application and  
cashier's check, certified check, or money order (if requesting electricity) payable to:

**DAVENPORTONE - DOWNTOWN PARTNERSHIP  
ATTN: WELLS FARGO STREET FESTIVAL  
130 W. SECOND STREET  
DAVENPORT, IA 52801**