



DOWNTOWN PARTNERSHIP STREET FESTIVAL July 28 & 29, 2017 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 28, 2017 10:00 a.m. – Midnight

Saturday, July 29, 2017 9:00 a.m. – Midnight

- Arts & Craft Vendors may tear down 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.
- Work displayed on-site will be consistent with the work shown in photos.
- Product lines may include but are not limited to:

Candles	Herbs/spices	Pottery	Silk screening
Clothing/textiles	Jewelry	Paintings	Toys & dolls
Basket weaving	Leather/furs	Perfumes/oils/potpourri	Woodworking
Graphic arts	Plants/flowers	Photography	
- 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 **June 30, 2017**.
- The booth fee of \$225 must be submitted upon application into the festival, along with a \$50 refundable deposit. No contracts will be accepted until completed application and all fees are received at the Downtown Partnership offices.
- A \$50 late fee will be assessed to all entries received after June 30. 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. (Returning vendors do not need to supply photographs)
- Any application without the required photos will not be considered. You may re-apply if the required photos are enclosed with your original contract and returned to our office.
- Your photos will not be returned to you. Photos do not need to be glossy prints. Color prints on paper are sufficient as long as the detail can be seen.

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.
- 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 10, 2017.

BOOTHS

- Each vendor is provided a ten foot (10') wide by ten foot (10') deep exhibition space, which is assigned by the Street Fest 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.**
- Vendors will be responsible for any property damage incurred in the area of their booth. This includes damage to other vendor's property.
- All sales and remittance of sales tax will be the responsibility of the vendor.

FEES

- The Vendor fees include a \$225 non-refundable booth fee.
- **After June 30 a late Fee of \$50 will be assessed to each application.**
- Vendors requesting electrical use will be assessed an additional charge of \$125, and will only be wired for a maximum of 110 Volts and 60 amps OR 220 Volts and 50 amps. On the application, you can request up to 60 amps for 110 volts OR 50 amps for 220 volts. Please request the appropriate amount of power for your needs on your application. If your power requirements change or increase at set up of the event, there will be an additional charge of \$50 per 20 amps requested (110 or 220 voltage). **It is your responsibility to know, understand, and communicate your power requirements to us on your application.**
- Vendors who do not include power requirements, and payment, on their application and need electricity at setup will be required to pay the \$125 fee as well as the \$50 late fee. All fees must be paid in full before electricity will be provided.
- Payment shall be made by PayPal, cashier's check, certified check, or money order for the full amount due and must be sent with each application. **No exceptions! Vendors will be responsible for any returned check fees incurred by the Fest.**
- No application will be accepted unless full amount due is received. This includes late fees and electrical requests.

TRAILER AND VEHICLE PARKING

- A designated area will be available for free vendor parking which is located West of Centennial Bridge in a gravel lot. However vendors may purchase a "Vendor Parking" permit which allows off-street parking that is closer to the event..
- "Vendor Parking" permits will be available for vendors to purchase for their storage trailer(s) and storage vehicle(s) in/or near the Harrison Street Parking Garage on the ground level. **Space is limited** and permits will be distributed on a "first come/first served" basis.
- "Vendor Parking" permits are \$75 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 only be able to remove their trailers as they are released from the Festival. **You will not be able to move trailers and vehicles after they have been parked in this area.** Do not

park your primary form of transportation here.

- Maximum trailer height is 11'.
- No electrical hook-ups are available in this area.

SET-UP

- Arts & Craft Vendors may begin set-up at 5:30pm. on Thursday, July 27 and must be completed by 10 a.m. Friday, July 28.
- Because of a major foot race in Downtown Davenport, held on Saturday, July 30, 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.
- Vehicles will **NOT** be allowed on the streets after 9:00 a.m. on Friday, or 7:00 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 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. No vendors will be allowed to drive vehicles into the festival area until the Davenport Police have deemed it safe. 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 displays 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.
- 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 AND EASIER FOR EVERYONE!

QUESTIONS – PLEASE CONTACT:

DDP VENDOR COORDINATOR

(563) 823-2681

ddpvendors@quadcitieschamber.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 June 30, 2017.

DOWNTOWN PARTNERSHIP
STREET FESTIVAL
July 28 & 29, 2017
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 – Quad Cities Chamber of Commerce, 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=	\$225.00
	Number of booth spaces x _____	
	Security Deposit	+ \$50.00
	Subtotal =	_____
	*Electricity - \$125 =	_____
	_____ Volts _____ Amps	
	Vendor Parking Pass- \$75 =	_____
	Additional Footage =	_____
	Additional Electric =	_____
	\$50 Late Fee after June 30 =	_____
	Total Booth Fee =	_____

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

Send complete application, 3 photos, and cashier's check, certified check or money order payable to:

**DOWNTOWN PARTNERSHIP
(QUAD CITIES CHAMBER)
ATTN: STREET FEST
331 W. 3rd STREET
DAVENPORT, IA 52801**

QUESTIONS
Phone (563) 823-2681
Fax (563) 322-7804
E-mail:
ddpvendors@quadcitieschamber.com

PAY WITH PAYPAL