



DOWNTOWN PARTNERSHIP STREET FESTIVAL July 28 & 29, 2017 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 28, 2017 10:00 AM – Midnight

Saturday, July 29, 2017 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 **June 30, 2017**.
- 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 10, 2017.

FEES

- The Commercial Vendor fees include a \$500 booth fee and a \$100 refundable deposit. Deposit fees will be refunded within one week following the festival, based on vendor following all rules of this agreement.
- After June 30, a Late Fee of \$100 will be assessed to each application.
- Vendors requesting electrical use are assessed an additional charge of \$125, and will only be wired for a maximum of 60 amps/110 volts or 50 amps/220 volts. 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).
- 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 \$100 late fee. All fees must be paid in full before electricity will be provided.
- A cashier's check or money order for the full amount due must be sent with each application.

Payment shall be made by PayPal, money order, certified check, or cashier's check. **Vendors will be responsible for any returned check fees incurred by the Fest.**

- 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

- 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 ten-foot (10') 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.
- Vendors are **prohibited from playing music at their booth**.

CONFIRMATION

- Confirmation will be made as entries are selected. Space assignments will be sent by July 17, 2017

SET-UP

- Exhibitors may begin set-up at 6 p.m. on Thursday, July 27 and must be completed by 10:00 a.m. Friday, July 28.
- Because of a major foot race in Downtown Davenport, held on Saturday, July 29, 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 9:00 a.m. on Friday and 7:00 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. 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.

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

Completed applications can be mailed or emailed.

Downtown Davenport Partnership

331 W. 3rd St.

Davenport, IA 52801

Or Email ddpvendors@quadcitieschamber.com

Additionally, you can send payment with your application or pay with a credit/debit card through Paypal.

PHOTOS

- Please submit a total of two (2) photographs of your current display. (returning vendors do not need to supply photos)
- 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. Photos will not be returned to you. Glossy prints are not needed. Photos printed on copy paper are sufficient as long as they are legible with detail.

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.
- The Street Fest Committee will visit all booths and has the authority to request the removal of any exhibit or undesirable item.

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 **June 30, 2016**.

DOWNTOWN PARTNERSHIP STREET FESTIVAL

July 28 & 29, 2017

COMMERCIAL VENDOR CONTRACT

Not acceptable if illegible - please print the following:

COMPANY NAME: _____ CONTACT NAME: _____

NAME DEPOSIT REFUND IS PAYABLE TO: _____

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 displayed/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, 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.

Commercial Vendor's Signature _____

Date _____

FEES:	Non-refundable booth charge	=	\$500.00
	Number of spaces	=	X _____
	Security Deposit	=	+ \$100.00
	Subtotal	=	_____
	Optional \$125 for Electricity	=	_____
	ADDITIONAL FOOTAGE:	=	_____ (\$50/linear foot)
	ADDITIONAL POWER:	=	_____
	(\$50/20 amps; above and beyond included power in booth fee)		
	\$100 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 CITY 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