



## **2015 ARTS& CRAFTS/ TRADE SHOW BUSINESS Fairfest Festival Rules & Regulations 3 Day Event**

### **Vendor Copy**

The Annual Fairfest Festival is produced by the KRUU 101.1 FM Radio Station. The Kruu Radio Station retains the exclusive and sole right to sell *official* Fairfest Festival art, souvenirs and merchandise at the Fairfest Festival. Vendors will not be allowed to sell any items that include the words, "Fairfest Festival" or any derivative there of including but not limited to, "Fairfest Festival" "Annual Fairfest Festival"

1. Vendors must furnish their own tent, table(s), chairs, extension cords, tent weights, lighting, (energy efficient bulbs) etc.
2. Vendors are **REQUIRED** to obtain a City of Fairfield temporary business permit to participate in our festival. Fee of \$ 15.00 for background check and \$1.00 per day for vending, total fee for permit is \$18.00 payable to the CITY of FAIRFIELD Not FAIRFEST. Contact at City Hall is Rebekah. Application is attached or you can view and print at [www.cityoffairfieldiowa.com](http://www.cityoffairfieldiowa.com)
3. All displays should be designed and constructed safely and in good taste.
4. Booth spaces are 10ft x10ft, with a minimal footage available for storage.
5. **Limited parking will be available during festival. No Campers or Motor homes allowed!**
6. Tents must be securely anchored to withstand high winds and other inclement weather. Heavy weighting with independent devices is mandatory. It is strictly prohibited to anchor booth or any other items to standing Fairfield Iowa property including poles, benches or parking stoppers. Tents must be covered and secured. The Fairfest Festival Committee or KRUU 101.1 FM will not be held responsible for any products/merchandise/inventory damage due to weather.
7. Vendors must bring enough stock for the entire show. Booth must be open from 10:00 a.m. until at least 7:00 p.m. Saturday. Vendors are encouraged to stay open later if possible.
8. Vendors may only display and sell work from the category in which they have been accepted. Any items of work which are not listed on application deemed non-acceptable by Fairfest Festival.
9. The Fairfest Festival reserves the right to remove works or displays considered objectionable to the public or inappropriate for a family event and may do so without refund to exhibitor.
10. Vendors must check-in during the hours of 12:00 p.m.– 5:00 p.m. Friday Vendors must show a photo I.D. at check-in and throughout the festival.

- 11. Vendors cannot sublease assigned booths.
- 12. Vendors are responsible for collecting, reporting and paying all sales taxes collected to the appropriate revenue division at the end of the festival on Sunday.
- 13. The Fairfest Festival Committee recommends that you bring at least one associate to assist you during the festival.
- 14. Electricity is provided to all exhibitors. Gas powered generators are strictly prohibited.

**16. PETS ARE NOT ALLOWED IN THE FESTIVAL AREA AT ANYTIME.**

17. Nominal security will be provided after hours. The 3<sup>rd</sup> Annual Fairfest Festival will not be responsible in any way for loss or damage to participant's property. Each exhibitor is responsible for securing their booth each night. Exhibitors are responsible for their own personal and property liability insurance.

18. Exhibitors are responsible for keeping their assigned area clean and orderly. If you leave left over trash, boxes, or pieces of your exhibit you will not be allowed to attend next year's festival.

19. Breakdown will begin at 5:00 p.m. on Sunday.

**Additional information will be provided closer to festival date** on times and schedules.

20. A signed application constitutes a contract to follow all rules and regulations and is a commitment to participate personally if accepted.

24. Vendors may not cook in tents or the area surrounding tents.

25. In the Arts & Crafts area all vendors are required to submit what type of art or craft you sell and IF YOU ARE TRADE SHOW ONLY MEANING YOU WILL BE GIVING OUT INFORMATION ABOUT YOUR BUSINESS / PRODUCTS.

**26. All vendors of the Annual Fairfest Festival must provide an email address on their vendor application. Vendors will only be contacted by email.**

**27. Make checks payable to FairFest Festival**

*\*By signing the 3rd Annual FairFest Festival Arts & Crafts vendor application you are stating you have read, understand, and will adhere to all festival rules & guidelines listed above.*

**ANY VIOLATION OF THE RULES AND REGULATIONS IN THIS PACKET AT ANY TIME MAY RESULT IN THE LOSS OF VENDORS SPACE FOR THE DURATION OF THE SHOW WITHOUT REFUND AND THE VENDORS MAY BE EXCLUDED FROM FUTURE FAIRFEST FESTIVALS.**

**2015 Fairfest Arts & Crafts Vendor Application**

Contact Name: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Name on Festival Booth Sign: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip

**Email Required!** Vendors will only be notified by email – All communication will be via email.

**NO EXCEPTIONS!**

**Email** \_\_\_\_\_

Have you participated in the FairFest Festival before? If yes, what year(s)? \_\_\_\_\_

Are you a member of the Fairfield Business Chamber? \_\_\_\_\_

Describe, in detail, the items to be sold and/or activities: \_\_\_\_\_

Payment – \*If you are paying by check you must include separate checks for each payment. \$30 fee on all returned checks.

**Application fee: \$25.00 Processes upon receipt of application. This is non-refundable!**

**Please circle type of payment** Check or Money Order **or** Credit Card Process

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

**ARTS / CRAFTS / Trade Show BusinessBooth fee: 150.00**

**Please circle type of payment** Check or Money Order **or** Credit Card

Please indicate the size of your booth \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Booth fee payment will not be processed until acceptance is determined by May 1st.

PLEASE CIRCLE WHAT TYPE OF BOOTH YOU ARE.

Booth Sub Category – PLEASE SELET CATEGORY FROM BELOW

(Clay, Drawing/Graphics, Fiber/Fabric, Food, Glass, Jewelry, Metal, Mixed Media, Apperal Clothing, Wood) TRADE SHOW INFORMATION BOOTH

Requested # of Booths \_\_\_\_\_.

No vendor is guaranteed booth location or # of booths requested, despite previous participation in the Fairfest Festival

A signed application constitutes a contract to follow and be bound by all Fairfest Festival Rules & Regulations and is a commitment to participate personally if accepted. Violation of rules & regulations prior to, during, or at the festival will result in loss of vendor space without refund.

Applicant will not be considered if this form is incomplete, unsigned. Your signature below certifies that you understand and accept all rules & regulations.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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Office Use Only

Category \_\_\_\_\_

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

App Fee \_\_\_\_\_

Booth Fee \_\_\_\_\_ Office Staff: \_\_\_\_\_

Arts & Crafts Vendor Checklist

Please mail the following back to

KRUU 101.1 FM

Attn: FairFest Vendor Festival Committee

405 North 2<sup>nd</sup> Street

Fairfield, Iowa 52556

Completed application

Payment – Application & Booth Fee per10x10 (2 separate payments)

Signed Release of Indemnification

picture email OF YOUR PRODUCTS

**Business Licenses**

If accepted into the festival, the City of Fairfield and Jefferson County will require you to purchase a Festival Temporary Business permit for the Festival.

This will be an **additional** cost. Do not send this payments to the Fairfest Committee. Contact Rebekah @ City Hall for Temporary Vending permit. \$15.00 plus 1.00 per day total \$18.00. Application form for permit

is on line at [www.cityoffairfieldiowa.com](http://www.cityoffairfieldiowa.com)

**Release and Indemnification Agreement**

Completion of application represents my commitment to participate in the Annual FairFest Festival to be held in Fairfield, Iowa. In the event that The KRUU FM Radio Station is unable to hold the Annual FairFest Festival as scheduled by reason of war, insurrection, or acts of God or nature, then no refund shall be made and it is agreed that all contracts are null and void and there shall be no responsibility on the part of the KRUU Radio Station and the Annual FairFest Festival committee for losses sustained by any person caused by such an event.

I have received and read the general guidelines and festival regulations and all of the rules and conditions contained therein which are hereby incorporated by reference. I agree to abide by them. For good value and consideration, including participant being permitted to participate in the Annual FairFest Festival ("EVENT") to be held June 19-21 2015 at the Public Town Square Area in the city of Fairfield, Iowa the undersigned participant, for myself and my successors, heirs, employees, agents and affiliates (and in case of corporation, its officers, directors, and shareholders), (collectively the "PARTICIPANT") forever release and discharge the Annual FairFest Festival Committee and Sponsor KRUU 101.1 FM Station and each of its officers, directors, employees, agents and affiliates (herein collectively referred to as "FAIRFEST FESTIVAL" ) from all claims, demands, losses, costs, expenses, suits, damages, obligations, liabilities, causes of action and judgment whatsoever, in law or in equity which any of the foregoing, any or all of the PARTICIPANT ever had, now or which they hereinafter can, shall or may have for, upon or by reason of any matter, cause or thing whatsoever existing out of the EVENT. The participant AGREES TO AND DOES HEREBY ASSUME ANY AND ALL RISKS OF PERSONAL INJURIES TO THE participant, including death, and damages to PARTICIPANTS property, caused by or arising out of PARTICIPANT'S involvement in the EVENT. The participant HEREBY AGREES TO DEFEND, INDEMNIFY AND HOLD the FAIRFEST FESTIVAL COMMITTEE AND SPONSOR KRUU 101.1 FM STATION harmless from and against any claim, demand, suit, loss causes of action, damages, liabilities obligations, costs, expenses, and judgments (including without limitation death and damages to property) caused by PARTICIPANTS acts or omissions or failure to abide by the rules and conditions contained herein. The FAIRFEST FESTIVAL COMMITTEE, KRUU 101.1 FM STATION reserve the right to final interpretation of all rules.

**\*UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED\***

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**PRINT NAME**

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**Applicant's Signature**

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**Date**