

# Annual Bell Tower Festival Vendors

**Application Deadline:** The deadline for booth registration forms is **May 27<sup>th</sup> 2022**.

**Hours of Booth Operation:** Friday 5:00 to 9:00 pm and Saturday 9:00 am to 8:00 pm. Vendors are required to be open during these times.

**Check In:** Check in time will be from 8 am to 12 pm on Friday and will be located at the southwest corner of Bell Tower Square, the junction of Wilson Street and Lincoln Way. You will be given your booth location at check in. **To ensure you receive your requested utilities, booths that are vehicles and trailers should check in between 8 am and noon on Friday. Otherwise, we cannot guarantee these utilities will be available.** You may set up after you have checked in and located your space.

**Spaces:** Booth spaces are 20' wide x 10' deep. If you will need more space than 1 booth space allows for then you need to book two or more booth spaces. All trailers not part of your display need to be parked at a parking lot off the square and outside of the Festival area to leave room for festival goers. Free parking is available at the Greene County Fairgrounds and several parking lots adjacent to the Square. A map of parking local spaces will be sent out to vendors ahead of time via email, printed copies will be available at check in as well.

**Tables:** Tables and chairs **will not** be provided.

**Food Vendors:** Your applications will be based on a first come first serve basis. Please keep this in mind when planning for this year's festival. **All food vendors are required to obtain & display their temporary food license.**

**Electricity:** Vendors will receive electricity **only** if they state exactly how much electricity they need on the registration form. 110 volts is preferred. The Nema 14-50R is the type of 220 outlet available. There will be **NO** direct power hook ups, cord covers are required by the county. **Please bring your own extension cords and cord covers.** You may need up to 100 feet in some cases. **Generators must have advance approval.**

**Water:** Due to availability, outside water access is reserved to those who need water to operate. **Indicate your water needs on the registration form.**

**Insurance:** **Vendors must have their own liability insurance when sending their money and application form.**

**Tax ID:** You are required by Iowa law to have an Iowa Sales Tax ID number. We **MUST** have this information on your registration form. If you do not have an Iowa Sales Tax ID number, please provide your social security number in that space. A temporary permit will be issued at the Festival. It is the responsibility of the vendor to obtain the temporary permit at check in. We are required by law to list all vendors displaying or selling items to the Iowa Department of Revenue and Finance.

**Weather:** If booths must be canceled due to inclement weather, no refunds will be given. Refunds will be given if the event is cancelled due to COVID-19.

**Disallowed Items:** Bell Tower Festival is a family, friendly event. The Festival does not allow vendors to sell live animals, weapons of any sort, including knives and toy guns of any kind, or other products that may inflict harm on children. Also, the Festival will not tolerate any over 18 subject matter, this includes sexually explicit material, drug paraphernalia, alcohol or fireworks. Festival organizers reserve the right to refuse vendors that have or sell any of these items, as well as items of any sort they deem inappropriate for this Festival.

Questions may be direct to [jeffersoniabtfv@gmail.com](mailto:jeffersoniabtfv@gmail.com), or [info@jeffersonmatters.org](mailto:info@jeffersonmatters.org)  
Jefferson Matters: A Main Street & Chamber Community, 515-386-2155

# Annual Bell Tower Festival Vendors

**Return this form with your check to Jefferson Matters: A Main Street & Chamber Community  
201 E. Lincoln Way, Jefferson, IA 50129**

Type All Booths are 20' wide x 10' deep	#of Booth Spaces	Price	Total
Food Vendor		\$75.00	
Commercial (Non-Food Vendor)		\$40.00	
Non-Commercial Exhibit (No Sales)		\$25.00	
Non-Commercial Exhibit (No Sales), Non-Profit, Civic Organization, or Education		FREE	
Electricity & Water, please indicate which you need: Elec. _____ Water _____		\$15.00	

### Registration Form

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Are you a returning vendor? Yes/No \_\_\_\_\_  
 What type of setup: (trailer, food truck, etc?) \_\_\_\_\_  
 What side of truck do you sell on? \_\_\_\_\_

**Please send a photo of your booth and merchandise you will be selling.**

Please list ALL items you are planning to sell (Attach menu if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We are required by law to list all vendors displaying or selling items to the Iowa Department of Revenue & Finance. IA Tax ID or IRS exempt # \_\_\_\_\_

**Payment for booth is required at the time of registration. Space is given on first-come first-serve basis.**

Utility Requirements: <input type="checkbox"/> 110-volt outlet <input type="checkbox"/> 220-volt outlet <input type="checkbox"/> Access to water within feet  <input type="checkbox"/> Friday Arrival Time:	Utilities are given on a First-come, First-serve basis.	<input type="checkbox"/> Booth is a vehicle/trailers <b>To ensure you receive your requested utilities, vehicle and trailer booths should check in between 10am and noon on Friday. Otherwise, we cannot guarantee these utilities will be available.</b>
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**Registration Deadline: May 27**

**Applicants are responsible for reading and adhering to the information as outlined in the Booth Information and Guidelines document before signing and submitting this application. Keep this information for your records.**

**Waiver: (Signature is Required)**

I/we understand the risks involved, and in consideration for the opportunity to participate in the Bell Tower Festival, do hereby release any and all rights and claims for damages I may have now or hereafter against the Bell Tower Festival Committee, the Greene County Chamber & Development, the City of Jefferson, or their respective agents, employees, representatives, successors, or assigns for loss, damage, injury, or liability of any nature which may be sustained by me in connection with participation in the Bell Tower Festival. I/we also agree to assume responsibility for any property which I/we damage and will provide my/our own insurance for our booth.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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