



## North Liberty Blues and BBQ 2012 Artist Vendor Rules and Regulations

- 1. SELECTION PROCESS-** the Committee reserves the right to select vendors as well as assign locations. The decision of the Committee will be final. Vendor must provide a representation of products to be sold at the event and must be included with application. Approved items may only be sold at the event.
- 2. ACCEPTANCE OF APPLICATIONS-** All applications must be postmarked or sent electronically no later than April 2, 2012. Vendors will be notified of acceptance during the first week of April 2012. After notification of acceptance; vending fee, deposit, and proof of insurance and sales tax permits will be due no later than April 20, 2012. If the materials are not received by this date, the vendor will be removed from the event.  
*All decisions of the committee with regard to the applications are final. The North Liberty Betterment Group makes no guarantee or representation of the profitability or success of vending operations.*  
Send applications electronically to [bluesandbbq@northlibertyiowa.org](mailto:bluesandbbq@northlibertyiowa.org), by fax to 319-626-5733 or mail applications to: *Attn: North Liberty Blues and BBQ  
520 W Cherry Street  
North Liberty, IA 52317*
- 3. FEES-** \$100 deposit is required. Vendor fee of \$100 will be due per 10X10 booths. Please submit deposit separate from vendor fees. Fees accepted in form of a Cashier's Check, Personal Check or Money Order. Deposit will cover: Vehicles left after 10:00 AM, trash left on site, abandoned equipment after event, un-honored registration, late application or payment, lack of funds, missing the mandatory vendor meeting and occupying space beyond designated allotment. Deposits will be returned by June 30, 2012. Deposit will be returned in form of a check minus any fees that may have been accessed. You will not receive your original deposit check back.
- 4. MEETING-** There is a mandatory vendor meeting on April 30, 2012 at 11:00 AM at the North Liberty Community Center. A portion of the deposit will be held if vendor does not attend mandatory meeting.
- 5. SALES TAX PERMITS-** Vendors are responsible for obtaining the appropriate permits from local authorities for their operation. The Iowa State and Sales Tax number must be provided on the application, or a temporary permit must be provided by the time of the festival. Visit [www.iowa.gov/tax/](http://www.iowa.gov/tax/) for information. Temporary permit packets/applications are available through The North Liberty Betterment Group from the State of Iowa.
- 6. LOCATION-** Vendor location and assignment will be given on the day of the festival.
- 7. SPACE-** Each vendor will be granted a set number of square feet on the festival grounds. Vendors are responsible for their setup, including at tent not to exceed 10x10 for each single booth space. Electricity will not be provided. Shelters and canopies with weights, stakes and tie downs, tables and coverings, chairs, equipment and signage are the sole responsibility of the vendor.
- 8. HOURS-** All vendors are expected to operate during the Art Vendor hours which are 11:00 am to sundown. The day of schedule is as follows: Set-Up 8:00 AM, All vehicles off site 10:00 AM, Ready for operations 10:30 AM, Blues & BBQ Start 11:00 AM and Art Vendors end operations at sundown.
- 9. SIGNS-** All signs and banners must be contained within the vendor's allotted space in their tent. No signs will be allowed on the roof of the tent projecting above the bottom edge of the roof tent.
- 10. VEHICLE ACCESS-** Vendors will be allowed to utilize vehicles to move equipment and goods to their assigned site only at times designated by the committee. (See website for details or # 8 of this document)
- 11. TRASH AND REFUSE-** Vendors must dispose of all trash at the onsite dumpster that is provided by the committee.
- 12. RAIN DATE-** In the event that the North Liberty Blues and BBQ Event is cancelled due to inclement weather, the rain date will be Sunday May 27. Vendor agrees to rain date by signing application.