

FALL FEST 2007 BOOTH AGREEMENT & REGISTRATION

(NON-PROFIT ORGANIZATIONS) THIS YEAR CHAMBER MEMBERS ARE FREE!

This is a booth agreement between you and the Fort Dodge Area Chamber of Commerce for participation in Fall Fest 2007 on September 8. The Fort Dodge Area Chamber of Commerce will provide booth space (booth spaces are approximately 10' by 12' or 1/2 of a parking space) and disposal service for collecting trash. The Fall Fest Committee reserves the right to assign locations as it chooses.

The organization agrees to pay the Fort Dodge Area Chamber of Commerce \$35 for non-Chamber members at the time of registration. **THIS YEAR CHAMBER MEMBERS MAY HAVE ONE BOOTH SPACE AT NO CHARGE! A \$5 late fee will be added after deadline, which is August 18. This fee is NON-REFUNDABLE!!**

The Fort Dodge Fall Fest Committee reserves the right to disallow the sale of any items not included on the registration form. The vendor is an independent contractor. Vendor agrees to set up their own stand between 6:00 a.m. and 9:00 a.m. and operate their booth from 9:30 a.m. to 4:00 p.m. The vendor agrees to keep the area free of litter. No vehicles will be allowed to park on the street. The Fort Dodge Area Chamber of Commerce and the City of Fort Dodge will assume no responsibility for damaged items, lost articles, injuries or accidents connected with Fall Fest 2007.

Date

Artist/Contact Name

Name Organization

Please complete and sign. Return to: Please mark type of booth:

_____ Promotion Booth

_____ Booth with items or activities for sale

See Rules & Regulations sheet for details

_____ Children's - Description of activity

_____ Food Booth - Description of food items

Sandy Spencer, Fall Fest

Fort Dodge Area Chamber of Commerce
P.O. Box T
Fort Dodge, IA 50501
(515) 955-5500 / Fax (515) 955-3245

Confirmation will be sent one week prior to Fall Fest.

FALL FEST WILL BE HELD REGARDLESS OF WEATHER! Crowd attendance estimated at 8,000 to 10,000 visitors!

NON-REFUNDABLE Registration Fee: \$35 for non-Chamber members per space.
(\$5 late fee after August 18)

Extra \$5 per booth if electrical is needed.

Booth spaces are 10' x 12' or 1/2 of a parking space. I will need _____ space/s.

Fee must be enclosed. Check# _____ Cash _____ Chamber Member _____

List Items To Be Sold: No Food or Other Items Sold Unless Listed Here!

Food	Items for sale	Children's Activities

If electricity is needed: (Extra \$5 per booth if electrical is needed.)

I need _____ (How many) 220 outlets _____ Amps?

I need _____ (How many) 110 outlets

I do not need electricity

Organization/Business Name _____

Daytime Phone _____

Contact Name _____

Address _____ City _____ State _____ Zip _____

Iowa Sales Tax Number _____

AGREEMENT AND REGISTRATION FORM MUST BE TURNED IN AT THE CHAMBER BY
AUGUST 18.

**FALL FEST 2007
SATURDAY, SEPTEMBER 8
RULES & REGULATIONS**

PLEASE READ THE RULES AND REGULATIONS FOR FALL FEST. THE REGISTRATION FORM NEEDS TO BE SIGNED & RETURNED TO THE CHAMBER BY AUGUST 18.

RULES & REGULATIONS FOR GROUPS PARTICIPATING IN FALL FEST

1. All businesses/organizations participating in Fall Fest **must register at the Fort Dodge Area Chamber of Commerce (P.O. Box T) before August 18.** There will be a \$5 late fee added after August 18.
2. The registration fee is \$35 per space for non-Chamber members (an extra \$5 per booth if electricity is needed). This fee **must** be paid at the time of registration. **The fee is non-refundable. Fall Fest will go on regardless of weather.**
3. This year, non-profit Chamber members will receive one booth space at no charge, however, you still need to send in your registration form and certificate of insurance by the deadline.
4. Booths will provide their own tables, chairs, electrical cords, signage, etc. for their booths. **No tables, chairs, etc. will be provided by the Fall Fest Committee.**
5. The booth hours are from 9:30 a.m. to 4:00 p.m. Please plan to remain open the entire time.
6. Confirmation and location assignment will be sent to your organization one week prior to Fall Fest. Final decision of location will be sent to you with a **confirmation** of your participation in Fall Fest.
7. All booths must provide your: **Iowa Sales Tax #** before the event.
8. All groups are to register items for sale prior to event. If item is not approved by the Fall Fest Committee, the Fall Fest Committee has the authority to ask the group not to sell that item. **No alcoholic beverages permitted.**
9. All participants must set up their booth in the assigned area on the street, not on the sidewalks. No vehicles will be allowed to park on the street or sidewalk.