



# WAUKEE FEST

a Festival on the Triangle!

## Vendor Information and Registration

### Welcome!

You are invited to register for our 2011 Waukee Fest held on the Downtown Triangle. The festival will be August 27, 2011 all day and packed with fun for all ages.

Come out and enjoy a pancake breakfast, community parade, activities entertainment with the Waukee Area Arts Council, area food and crafts vendors, YMCA, live band, and much, much more!

We are encouraging all local businesses, organizations, churches, and restaurants to register as a vendor for this one day event. Space is limited and will be assigned first come, first serve. Not all booth spaces will have access to electricity/water and will be assigned based on receipt of registration.

Come celebrate with your neighbors at this one-day event August 27, 2011.

### Food Vendor Hours

- Setup will begin Sat, Aug. 27 at 8:00 a.m.
- Saturday, Aug. 27. 8:00 am to 8:00 pm

(All cars must be moved from festival area no later than 9:00 am)

### Non-Food Vendor Hours

- Set-up will begin Sat., Aug. 27 at 8:00 am
- Saturday, Aug. 27 9:00 am to 4:30 pm
- All non-food vendors must be set up no later than 9:00 am
- **All non-food vendors must have their space cleaned and clear by 5:30 pm**

***We ask that all vendors that register for this event operate for the entirety of specified hours.***

### Selection Process and Deadlines

All Applications and materials must be received no later than **August 12, 2011**. Entry is based upon receipt of application and space available according to vendor needs. Vendors will be notified by August 10th or before of acceptance.

### Electric Accessibility

Electricity will be available for limited vendors on a first come, first serve basis. Vendors must provide their own connection for a 110 or 220 outlet. Electrical cords are recommended to be at least 50 feet to reach electrical panels.

### Vendor Specifications

Each vendor can specify their required booth space on the registration form, however, space will be allocated by receipt of registration form. General space provisions will be 10 ft by 10 ft.

All walkways in front of, at sides and behind the booth must remain clear at all times and free of debris. Dumpsters will be provided in the area. All materials and fans must be contained in the booth and inaccessible to the general public. No signs may be put in walkways. All booth materials must be in good condition.

### Security, Liability, and Taxes

Light security will be provided to Vendors. However, each vendor participates at his/her own risk. The City of Waukee and Waukee Fest is not responsible for the loss, theft, or damage of vendor booths.

**Each Vendor is responsible for charging and Collecting applicable sales taxes for the State of Iowa.**

### Vendor Standards

Items and menus must match the quality and style represented by the submitted and approved application. Vendors must furnish all necessary display equipment, maintain and attend his/her area and is responsible for removal of booth by end of vendor hours.

Parking and unloading for the event will be provided in designated areas and assigned.

### Sanitation and Insurance

Roll off dumpsters and hand-washing stations will be provided. Vendors are encouraged to obtain special event insurance independently.

### Application and Fees

**The following items are required to be submitted at the time of application:**

- **Vendor Registration Form**
- **One check made payable to the City of Waukee:**
  - Vendors with a booth requiring electric: \$55
  - Vendors with a booth without electric: \$35
- **A self-addressed, stamped envelope, for return of check if not accepted**



# WAUKEE FEST

a Festival on the Triangle!

## Vendor Information and Registration

### Calendar of Events for 2011

- Vendor Application Deadline: Aug 5
- Vendor Notices of Entry: Aug 12
- Vendor Cancellation Date: Aug 19
- Required Vendor Meeting: Aug 22
- Waukee Fest: August 27, 2011

We ask that all vendors planning to participate in the 2011 Waukee Fest attend a **Vendor Information Meeting** that will be held on August 22, 2011 at 6 pm at the Waukee City Hall Council Chambers.

If you are unable attend this meeting, please make arrangements to receive vendor information and booth assignment prior to the Festival.

### Required Contact Information:

Name of Firm (Please Print) \_\_\_\_\_  
Name of Owner(s) to appear on lease \_\_\_\_\_  
Person managing concession \_\_\_\_\_  
Permanent Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-Mail \_\_\_\_\_ Web-Site \_\_\_\_\_  
Sales Tax Number \_\_\_\_\_  
Food Vendors License Number \_\_\_\_\_

List items for sale and price ranges: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Only those items listed above will be considered for inclusion in your license. Only items listed in your space rental lease are allowed to be sold.

Does your booth require electricity? Yes \_\_\_\_\_ Volts \_\_\_\_\_ Amps \_\_\_\_\_

Please provide any additional comments here:  
\_\_\_\_\_  
\_\_\_\_\_

**I/we, as authorized to sign on behalf of the company/individuals above, agree to defend, indemnify, and hold harmless the City of Waukee, its officials, employees, volunteers, agents, representatives and/or sponsors against any and all liability, actions, claims, losses, and damages of any kind whatsoever arising from my/our participation in the Waukee Fest Activities. I/we fully understand and agree to abide by the listed rules and regulations of the Waukee Fest, a copy of which I/we acknowledge having received.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Application and Fees will be accepted starting March 15, 2011 and will end August 5, 2011.  
All Applications received after August 5th will be wait-listed.

**Waukee City Hall  
Attn: McKinlee Gibson/Matt Jermier  
230 W. Hickman Road  
Waukee, IA 50263  
(515) 987-4522**