

**REGISTRATION
DEADLINE IS MAY
31, 2008**

**29TH ANNUAL BELL TOWER FESTIVAL
Booth Space Registration Form
Friday & Saturday, June 13 & 14, 2008**

Office Use Only
 ___DRcd ___Chk #
 ___CC ___D/B

Vendor Name: _____ Contact Person: _____
 Address: _____ City, State, Zip: _____
 Phone(s): _____ Are you a returning vendor? _____
 Please list ALL items you plan to sell (attach a separate sheet or menu if necessary): _____

Iowa Tax ID, SSN or IRS exempt #: _____
We are required by law to list all vendor displaying or selling items to the Iowa Department of Revenue and Finance.
Booth space size is 20' x 20'

Local Chamber Members & Local Civic Organizations	# of spaces needed	Cost of Booth Space
Food/Concession Booth \$70 each		
Regular Booth \$40 ea.		
Is electricity necessary for the operation of this booth?	<i>If "yes" add \$5</i>	
Grand Total		

- OR -

All Other Vendors	# of spaces needed	Cost of Booth Space
Food/Concession Booth \$90 each		
Regular Booth \$50 ea.		
Is electricity necessary for the operation of this booth?	<i>If "yes" add \$5</i>	
Grand Total		

*Payment **MUST** accompany application form. Make checks payable to "Bell Tower Festival."*

****No refunds will be issued after May 31, 2007 unless the booth application is denied****

Indicate your utility requirements: ___ 110 volt outlet ___ 220 volt outlet ___ Access to water within ___ feet	What are the dimensions of your booth? ___ ft wide ___ ft tall ___ ft deep	Is your booth a vehicle? _____ <i>To ensure you receive your requested utilities, booths that are vehicles (including trailers) should check in as early as possible on Friday. Otherwise, we cannot guarantee these utilities will be available.</i>
What time do you plan to arrive? Friday: _____ or Saturday: _____?		

***You 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 the information sheet 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 Jefferson Area Chamber of Commerce, 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 my 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: _____ **Print Name:** _____ **Date:** _____

Return this registration form with your check to:
 Jefferson Area Chamber of Commerce, c/o Booth Volunteer, 220 N. Chestnut Street, Jefferson, IA 50129
 Chamber Phone: 515-386-2155 • Chamber Fax: 515-386-2156 • Email: chamber@jeffersoniowa.com

28th Annual Bell Tower Festival Booth Information & Guidelines

Friday and Saturday, June 13 & 14, 2008

Application Deadline: The deadline for booth registration forms is May 31, 2008. Registration forms received after the deadline will be assessed a \$10 late fee if the committee approves the acceptance of the vendor.

Hours of Booth Operation: Friday 4:00 p.m. to 8:00 p.m. Saturday 9:00 a.m. to 8:00 p.m. Booths may set up for Saturday only; however, if your booth is a vehicle, access to your booth space may be hindered.

Check-In: Check in will be located at the information booth at the corner of Lincolnway and Wilson in front of Drug Town. You will be given your booth location at check in. No one will be allowed to set up prior to 12:00 noon on Friday. Requests for previous locations will be honored whenever possible, **but are not guaranteed**. To ensure you receive your requested utilities, booths that are vehicles (including trailers) should check in by 11:00 a.m. on Friday. Otherwise, we cannot guarantee these utilities will be available.

Set-up: Check in times will be 12:00 p.m. to 3:00 p.m. on Friday and from 6:00 a.m. to 8:00 a.m. on Saturday. **Entries that are trailers or vehicle are allowed (and encouraged) to set up at 11:00 a.m.** No other booths may set up before noon.

Spaces: Booth spaces are 20' wide x 20' deep (two parking spaces). Please indicate your height requirement on the registration form to help us accommodate your needs.

Cost: The cost for both days for a non-food booth is \$50.00 and the fee for a food vendor is \$90.00. If you need additional room, you must reserve multiple booth spaces. If you are a member of the Jefferson Area Chamber of Commerce or local civic organization, the cost for a non-food booth is \$40.00 and a food concession booth is \$70.00. A booth that sells any food items is considered a food booth.

Tables: Tables and chairs will not be provided. Trailers and tents are welcome. See check-in section above if you plan on bringing a trailer/vehicle for your booth.

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 that is available. There will be NO direct power hook ups. **Please bring your own extension cords.** You may need up to 50 feet in some cases. The fee for electricity is \$5.00. **Generators must have advance approval.**

Water: Due to availability, water access is reserved to those who need water to operate. Water will be available for other uses inside the courthouse. Indicate your water needs on the registration 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,** 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 before leaving the Festival.*** We are required by law to list all vendors displaying or selling items to the Iowa Department of Revenue and Finance.

Parking Space: Free parking is available on a vacant lot about 3 blocks from the square.

Weather: If booths must be canceled due to inclement weather, no refunds will be given.

Disallowed Items: The Bell Tower Festival does not allow vendors to have or sell the following in their booths: live animals, ***weapons of any sort***, or products that may inflict harm on children. The Bell Tower Festival organizers reserve the right to refuse vendors that have or sell any of these items, as well as items they deem inappropriate for this Festival.

Duplicate Products: The committee will attempt to limit duplicating vendors to no more than three. Such vendors will be approved on a **first-come, first-served basis**. This applies only to vendors' main product lines.

Questions may be directed to:

Booth Volunteer at chamber@jeffersoniowa.com or
Jefferson Area Chamber of Commerce, 515-386-2155