

# 28th Annual Bell Tower Festival Booth Information & Guidelines

Friday and Saturday, June 13 & 14, 2008

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**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.

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*Questions may be directed to:*

Booth Volunteer at [chamber@jeffersoniowa.com](mailto:chamber@jeffersoniowa.com) or  
Jefferson Area Chamber of Commerce, 515-386-2155