



Coralville 4thFest • 2020

Non-Food Vendor Application

S.T. Morrison Park • Coralville, IA • July 3 & 4, 2020

VENDOR INFORMATION

Name (Organization or Group): _____

E-mail Address: _____ (EMAIL IS REQUIRED. All communications to vendors will be emailed)

Contact Name: _____

Address: _____

Phone: _____

VENDOR PRODUCT(S)

Please list items you are interested in selling:

We reserve the right to restrict sales of products for any reason. For example, you are not allowed to sell any glow products either day; glow product sales may be contracted separately to another vendor.

LOCATION

You will be provided with a 10' x 10' space/location (of our choosing) in the park. We do not provide electricity for non-food vendors. You must provide your own tent. No self-contained vehicles, trailers, trucks, or unapproved carts are allowed in S.T. Morrison Park during 4thFest.

IMPORTANT

Minimum required hours of operation: July 3, 4:00 pm to 9:00 pm, and July 4, Noon to 9:00 pm. Non-food vendors may elect to open earlier or stay open until 10:00 pm or until the park clears of people.

Parking: Parking on the grounds is not permitted. Non-food vendors may briefly (un)load prior to the start time but vehicles are not allowed in the park during peak times as determined by the 4thFest Committee. Vehicles in the park or in reserved parking spots are monitored by event staff; vendors may be asked to move vehicles if it compromises the atmosphere of the event. Please park in the surrounding parking lots or on streets. We may be able to reserve one spot in the Recreation Center parking lot. To provide parking for other vendors, only one reserved spots can be used.

Electrical: Generators are not allowed in the park and non-food vendors will not be provided with electricity.

HOW TO APPLY

To be considered, all applications must be complete and must be received by April 30, 2020.

Applications may not be accepted after that date.

Please complete the following:

- | | |
|--|---|
| <input type="checkbox"/> Non-Food Vendor Application | <input type="checkbox"/> Signed Rules & Regulations |
| <input type="checkbox"/> Certificate of Liability Insurance* | <input type="checkbox"/> Payment due - \$75.00 for two-day event, payable to: 4thFest Committee |

*Certificate of Liability Insurance must indicate the name and date of 4thFest, July 3 and July 4, 2020.

The City of Coralville and the employees of City of Coralville must be named as additional insured Certificate Holder.

Please return all documents to:

Ellen J. Bigelow • PO Box 18 • Tiffin IA 52340-0018

For more information, please contact Ellen J. Bigelow, 4thFest Committee Vendor Chair, at ebigelow@midwestone.com.



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Non-Food Vendor Rules & Regulations

S.T. Morrison Park • Coralville, IA • July 3 & 4, 2020

RULES & REGULATIONS

1. Each vendor shall be provided with a space within the 4thFest venue to conduct business and must conduct all activities from the assigned location. **No vehicles or trailers of any type shall be allowed into your assigned locations. In addition, vehicles shall only be parked on the paved parking surfaces surrounding the area. The failure to adhere to this policy shall be grounds for disallowance of admission to the grounds to conduct business.**
2. Should the event organizers determine to hold a vendor meeting to discuss the event and any associated rules/regulations, all vendors may be required to attend. **If you fail to attend the meeting, you will not be allowed to conduct business at Coralville 4thFest.**
3. Vendors will be allowed to unload any equipment from their vehicles up to two (2) hours before the event is scheduled to begin. **Within two (2) hours of the event, it is at the discretion of the event organizers to allow any vehicle(s) in the designated vendor area to unload to protect the safety of the event volunteers and the general public.**

ACKNOWLEDGEMENT

Because of the limited amount of space available for vendors, these rules have been promulgated to provide fairness to all the vendors for the Coralville 4thFest celebration. By signing below, the Applicant expressly acknowledges and agrees that the Applicant has read and understands the rules and expressly agrees to abide by the rules and regulations set forth above and any other rules that are subsequently promulgated by the event organizers. The applicant expressly agrees that the failure to adhere to the rules and regulations are sufficient grounds for disallowance of admission to the grounds to conduct business.

In the event the applicant is not allowed access to the designated vendor area to conduct business for any reason, the Applicant agrees to fully indemnify, defend, save, and hold harmless the City, its agents and employees, the Coralville 4thFest Committee, and its volunteers from any and all liability (including reimbursement of reasonable legal fees and costs) arising directly or indirectly from the decision to disallow admission to the designated vendor area.

ACCEPTED & AGREED

Signature

Date

Printed name and title