

CRAFTS IN THE PARK

VENDOR POLICIES & PROCEDURES

Mount Pleasant Area Chamber of Commerce (MPACC)

Please read and initial each policy below

REGISTRATION: Registration is on Tuesday, August 30th, 2022 between 8:00am and 5:00pm and on Wednesday, August 31st, 2022 between 8:00am-1:00pm. All participants **MUST** check in prior to booth set-up. Check in is in the Mount Pleasant Chamber Alliance office. At this time, you will be given an Exhibitor Card which must be visibly always displayed in your booth. You will also be given vehicle tags that must always be displayed in your vehicles.

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SHOW HOURS: Show hours will be from **9:00 am – 6:00 pm Thursday – Sunday**. You must be open, rain or shine, during these hours – unless authorized by the MPACC. Please be set up and ready to sell by Thursday at 9:00am or you will forfeit your space with no refund.

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ELECTRICITY: Electricity is available for vendors that arrange and pay for electricity with the MPACC. Please secure electricity so shoppers do not trip on the chord. If you are using electricity that was not approved by the MPACC, you will be asked to unplug. Electricity is an additional \$35 fee.

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SPACE SIZE: Most spaces are approximately 20 feet wide by 20 feet deep. Some spaces vary due to park trees, benches, etc. The MPACC is not responsible for areas that are not 20 feet by 20 feet; 20 feet by 20 feet tents may not fit in your spot as poles do take up more room, please inquire with the MPACC. Vendors must supply their own tents, tables and displays. Vendors are responsible for cleanliness of their display area during the show and clean-up of their area before leaving each evening.

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SECURITY: Show security is provided during the evenings of Tuesday through Sunday starting at 9:00pm until 7:00am. We encourage you to take proper precautions to ensure your tent is secured and valuable items are not accessible. **We encourage you to not leave cash in your booths.** The MPACC is not responsible for any stolen or damaged products, tents, or other items in vendor booths.

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IOWA SALES TAX PERMIT NUMBER: An Iowa Sales Tax Permit Number must be supplied by all participants, even if this is not your first time participating in our show. If you do not have one, you will be asked to apply for one at <https://tax.iowa.gov/> or by calling the Iowa Department of Revenue at 515-281-3114. If this is the only show you do in the state of Iowa or you only do summer shows, request an annual permit so you do not need to file a monthly or quarterly return.

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BOOTH FEE: The fee for Crafts in the Park is \$275.00 for all four mandatory days. Electricity is not included in the booth fee.

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CANCELLATION: In the event of cancellation, 60 or more days prior to Crafts in the Park, half of your payment (excluding deposit) will be refunded. In the event of cancellation 59, or less, days prior to Crafts in the Park, no refund will be granted.

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RESTROOMS: Several porta-potties (regular and handicapped accessible) will be situated on the northwest and southeast corners of Central Park.

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PARKING: Vendor vehicles may park around the square for loading and unloading **ONLY**. Vendors may not drive motorized vehicles of any kind in Central Park. Vendors are not able to park around Central Park during show hours. Parking will be available four blocks north of the square across the railroad tracks at Iowa Wesleyan University in the designated area of the parking lot on a first come first serve basis for all vehicles and trailers. All posted parking limits will be strictly enforced by City Police in accordance with Mount Pleasant Code sections 12-33, 12-35 and 12-42. Parking ordinances are as follows:

3 hour parking: All sides of Central Park, facing the park.

2 hour parking: Jefferson St. from Clay St. to Henry St. AND Main St. from Washington to Henry St. AND Monroe St. from Jackson to Adams St.

24 hour parking limits: All city streets and city owned lots have a 24-hour time limit on parking unless posted otherwise.

Trailers: Trailers may not be parked unattached from a vehicle on any city street, city owned parking lot, or city right of way (described as that area between the curb line of the street and the sidewalk).

ALL VIOLATORS WILL BE TICKETED.

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FOOD VENDORS: If you are selling any food items – prepared/hot food, concessions, dips, dried foods etc. the Henry/Lee County Health Inspector will stop by your booth at the beginning of the show. You will need to provide your state inspection or food license. If you have questions, you may call 319-372-5225 and they can assist you with getting the proper paperwork. Also, all trailers, carts, coolers, generators etc. must fit in the provided 20' x 20' booth space. If you need additional space, it will be an additional cost.

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CAMPING: Overnight camping is not allowed on city streets or parking lots. There are several local campgrounds available. For further information, contact the MPACC Office.

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SMOKING AND PETS: There is **NO SMOKING** in any part of Central Park. Absolutely **NO PETS** belonging to vendors are allowed, except assist dogs with prior approval. There are absolutely no exceptions to this rule as it is a health and safety issue for consumers.

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DISCLAIMER: The Mount Pleasant Area Chamber of Commerce and the City of Mount Pleasant are not responsible for any losses, damages, or accidents which may occur to your property or person.

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CODE OF CONDUCT: The MPACC reserves the right to refuse anyone using inappropriate language or behavior or displaying undesirable items. Vendors displaying a poor attitude toward other vendors, customers or Chamber staff will be addressed immediately. This is at the discretion of the MPACC and the decision is final. Anyone not abiding by these rules will be asked to leave and forfeit their booth fee to the MPACC.

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AGREEMENT

I have read and agree to abide by the above policies. I understand that failure to do so will be grounds for rejection of application for future MPACC events, and possibly being asked to leave this year. I agree to hold the Mount Pleasant Area Chamber of Commerce (MPACC) and the City of Mount Pleasant harmless, for any loss, damage, or accidents which may occur. I also understand that decisions made by the MPACC are final.

Signature _____ Date _____