



## Vendor Application

**July 16-17, 2021**

**Instructions:** Download this form and input information into the fillable fields. Once completed click the button at the bottom to email the completed form to Doug Harris.

[www.clivefestival.com](http://www.clivefestival.com)

Clive Parks and Recreation 1900 NW 114<sup>th</sup> Street, Clive, Iowa 50325 (Attn: Doug Harris)

Please note space is limited and vendor approval is at the discretion of the City of Clive.

### Festival Hours

5:00-11:00 PM – Friday, July 17

4:00-11:30 PM – Saturday, July 18

This agreement is made and entered into by ands between the City of Clive and

Business Name and Contact \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Web Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Type of booth you are bringing must be a pop up tent limited to 10x10**

**Days You Plan to Attend:**

\_\_\_\_\_ Friday, July 17

\_\_\_\_\_ Saturday, July 18

**Type of Vendor:**

\_\_\_\_\_ Arts/Crafts/For-Profit *Fee \$150/Day (make checks payable to City of Clive)*

\_\_\_\_\_ Non-Profit/Community Organization *Fee \$40/Day (make checks payable to City of Clive)*

Please briefly describe your products, type of items you intend to sell and your ranges of prices:

\_\_\_\_\_  
\_\_\_\_\_

**Requirements:**

Please submit this application along with your fees and Proof of Liability insurance no later than June 1, 2021 in order for your vendor station to be considered. Vendors will be chosen according to the date submitted (earlier submissions given priority), space available, and festival needs for a balance of vendors. You will receive notification by email from Doug Harris ([dharris@cityofclive.com](mailto:dharris@cityofclive.com)).

Vendors shall comply with the following rules and regulation to complying with any and all statutes and ordinances of the State of Iowa, Polk County and the City of Clive pertinent to the participation in the Clive Festival. Each vendor is responsible for all of their own permits and exemptions including sales tax forms. This is a family oriented event and the committee reserves the right to refuse rent of space to anyone and to regulate the types of items offered for sale. Any violation of these rules and regulations or of referenced statutes and ordinances shall result forfeiture of all rights and participation in the Festival, including any fees for participation in the Festival.

- Vendor Fee and application due by June 1, 2020 (limited space)
- Vendor space is limited one per industry.
- Check payable to "City of Clive"
- If we are unable to accommodate your truck or trailer, we will return your voided check in the mail.
- This is a no smoking event and there will be signs posted at the Festival.
- You may set up anytime on the day serving as long as you are ready by 4:00 p.m. – music will be played each evening from 5:30-11:30 pm. You must have a staffed booth until the fireworks display at 10:00 pm. Vendors are welcome to stay and staff a booth until 11:00 pm each evening, if you choose.
- Vendor tents must be staffed at all times.
- An area in the East side of the Clive Aquatic Center Parking Lot will be reserved for your truck/trailer. You may drive other vehicles in to drop off supplies, but other vehicles must be parked in the designated Festival parking areas.
- You must remove all of your trucks/trailers or other equipment by noon on Sunday, July 18.
- All trash must be carried away from festival site and/or disposed of in dumpsters on site.
- All booths and displays must comply with all the rules and regulations of the local Fire Department, City Inspector, and County Health Department.
- The Clive Festival and City of Clive will not be responsible for any injury that may arise to vendors or their employees or for the loss or damage to any trailer/truck or its contents by reason of weather, fire, accident, theft, or any other cause.

Vendor agrees that it will protect, defend, hold harmless and indemnify the Clive Festival, City of Clive, their directors, officers, agents, employees, and volunteers from and against any and all expenses, claims, actions, liabilities, attorney fees, damages and losses of any kind whatsoever, actual or alleged, resulting from or concerned with the participation as a Vendor in the Festival. The Clive Festival Committee, City of Clive shall not be liable for any loss or damage to any merchandise or personal property in or about Vendor's trailer/truck regardless of the cause of such loss or damage.

*I, the undersigned, dutifully swear that I have thoroughly read this contract. By signing this application, I acknowledge and accept all terms of this contract.*

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_