



## Iowa Soul Festival 2017 MarketPlace Rules and Regulations

1. **SELECTION PROCESS** - The Committee will consider vendors based upon the following criteria:
  - a) African or African-American Inspired
  - b) Local vendors versus out-of-town vendors (local vendors will be given preference)
  - c) Space availability
  - d) Type of items to be sold
2. **SPACE** - Each vendor will be granted a set number of square feet within the Festival grounds. The vendors will have to provide their own tents, weights and equipment, unless a scholarship is granted by Summer of the Arts. Vendors are responsible for their own setup, including any tablecloths or additional display items. The entire festival area is a non-smoking area; smoking is NOT allowed in any vendor space at any time.
3. **LOCATION** - Vendor location assignment will be given upon check-in on Saturday morning. There will be no negotiation of space location.
4. **SIGNS** - All signs and banners must be contained within the vendor's allotted space in the Festival tents. *NO ELECTRICALLY LIT SIGNS WILL BE ALLOWED.* All signage must be neatly displayed and maintained.
5. **SALES TAX PERMITS** - Vendors are responsible for obtaining the appropriate permits from local authorities for their operation. The Iowa State Sales Tax number must be provided on the application, a permit must be obtained by the time of the festival and submitted to our office.
6. **VEHICLE ACCESS** - Vehicles will not be allowed on the Ped Mall. There is a loading zone on Clinton Street outside of Wells Fargo that provides the closest access to the Artist booths, or you can go through the Sheraton to the Ped Mall. The booths will be set up on the College Street or Dubuque Street between the Sheraton and Clinton Street or the Sheraton and Washington Street. Check with event staff if assistance is needed.
7. **HOURS** - All vendors are expected to operate during the duration of the Festival. The hours the MarketPlace booths should be open are Noon - 8 PM. In the event of adverse weather, you are expected to arrive or remain on site until contacted by event staff.
8. **TRASH AND REFUSE** - Vendors must dispose of all trash in the dumpster provided by the Festival. Recyclable materials must be placed in the appropriate locations designated by the Festival. Vendors are expected to clean up their area regularly during the Festival and thoroughly at the closing of the Festival. Vendors are encouraged to minimize packaging.
9. **VENDOR PARKING** - Vendors will be issued (1) parking permit to park their vehicle in designated parking near the festival grounds. There is no cost to the vendor, the festival provides this space as a courtesy.
10. **LIABILITY AND INDEMNIFICATION** - Each vendor accepts full responsibility for all liability for damages to persons or property arising out of its use and occupancy of the Festival site and further understands that the site is the property of the City of Iowa City and that neither the City, the Iowa City Parks and Recreation Commission nor the Summer of the Arts, Inc. assumes any responsibility for damages or losses that may occur to the vendor, its employees, agents or property by reason of such occupancy.

Each vendor shall sign the participant agreement on the application form which states:

*Vendor agrees to indemnify and hold harmless Summer of the Arts, The Iowa Soul Festival, the City of Iowa City, all event sponsors, and the agents and employees of each of them, from any and all actions, suits, damages, or claims arising from any injury, loss, or damage to the undersigned during the event, and hereby consents to enforcement of all Festival regulations.*

11. **ACCEPTANCE OF APPLICATIONS** - All applications must be postmarked **no later than July 5, 2017**, and should be mailed to Summer of the Arts, 325 E. Washington St., Suite 301, Iowa City, IA 52240 or submitted electronically via the Google form.

**All decisions of the Festival Committee with regard to the applications are final.**  
Summer of the Arts makes no guarantee or representation of the profitability or success of vending operations.