

2025 Iowa City Jazz Festival Artist Rules and Regulations



SELECTION PROCESS - The Committee will consider vendors based upon the following criteria:

- a) Local vendors versus out-of-town vendors (local vendors will be given preference)
- b) Space availability
- c) Type of artwork; original, hand-crafted works will be given preference

1. **SPACE** - Each vendor will be granted a set number of square feet in the Festival grounds. No additional tent space or canopies or ground space on the Festival site will be allowed without prior written agreement with the Festival Committee. Vendors are responsible for their setup, including a **tent not to exceed 10'x10' for each single booth space. Tent weights are mandatory for all tents.** The entire festival area is a non-smoking area; smoking is NOT allowed in any vendor space at any time.
2. **LOCATION** - Vendor location assignment will be given during setup. There will be no negotiation of space location.
3. **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.
4. **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. The Iowa Department of Revenue no longer allows temporary permits, so vendors must have an Iowa Sales Tax ID, or have applied for one in order to participate. Iowa's sales tax rate is 6%.
5. **VEHICLE ACCESS** - Vendors will be allowed to utilize vehicles to move equipment and goods to the site only at times designated by the Festival, generally in the morning hours preceding the Festival start and in the evening following the Festival close. Vehicles **MUST** be off the street one (1) hour before the start of the Festival. Vehicles will not be allowed into the festival area during the Festival hours. Check with event staff if assistance is needed.
6. **HOURS** - All vendors are expected to operate during the duration of the Festival. Exact hours will be provided with confirmation of acceptance to the festival. In the event of adverse weather, you are expected to arrive or remain on site until contacted by event staff.
7. **TRASH AND REFUSE** - Vendors must dispose of all trash in the dumpsters provided by the Festival. Recyclable materials must be placed in the appropriate dumpsters designated by the Festival. Vendors are expected to clean up their area regularly during the Festival and thoroughly at the closing of the Festival.
8. **VENDOR PARKING** - Vendors will be issued (1) parking permit to park their vehicle in designated parking near the festival grounds. This is usually on a nearby street at reserved meters or in a city parking ramp. There is no cost to the vendor; the festival provides this space as a courtesy.
9. **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 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 that states:

Artist agrees to indemnify and hold harmless Summer of the Arts, the Iowa City Jazz 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.

10. **ACCEPTANCE OF APPLICATIONS** - All applications must be submitted **no later than April 1, 2025**. Notification of acceptance will occur by April 15, 2025. **Payment must be received by May 1, 2025, to confirm participation.** Checks may be mailed to: Summer of the Arts, ATTN: Jazz Fest Artist, 319 E. 1st St., Iowa City, IA 52240. For credit card payments, invited artists will receive a link to pay online.

All decisions of the Festival Committee regarding the applications are final.

**Summer of the Arts makes no guarantee or representation of the profitability or success of vending operations.
No refunds are provided due to inclement weather.**