

JULY 4TH VENDOR APPLICATION \$75

Colby Park (6900 School Street)
Windsor Heights, Iowa
1:00 p.m. to 9:00 p.m.

Name of Firm (Please Print) _____
Name of Owner(s) to appear on lease _____
Person managing concession _____
Permanent Street Address _____
City _____ State _____ Zip Code _____
Business Phone _____ Home Phone _____
Cell Phone _____ Fax Number _____
E-Mail _____ Web Site _____

LIST ALL FOOD ITEMS FOR SALE. (Include Current Price list) _____

ONLY THOSE ITEMS LISTED ABOVE WILL BE CONSIDERED FOR INCLUSION IN YOUR LICENSE. ONLY ITEMS LISTED IN YOUR SPACE RENTAL LEASE ARE ALLOWED TO BE SOLD.

Size of space needed _____ trailer/tent dimensions _____
Minimum size of space if the requested size is not available _____
Electrical service: number of amps on Main Circuit Breaker _____
Other information: _____

I/we, as authorized to sign on behalf of the company/individual(s) above, agree to defend, indemnify, and hold harmless the City of Windsor Heights, its officials, employees, volunteers, agents, representatives and/or sponsors against any and all liability, actions, claims, losses, and damages of any kind whatsoever arising from my/our participation in the 4th of July Activities. I/we fully understand and agree to abide by the listed rules and regulations of the 4th of July Vendor Rules, a copy of which I/we acknowledge having received.

PHOTO/VIDEO RELEASE: I the undersigned and/or any representative, give permission to have photos/video tapes taken without compensation, during City Of Windsor Heights activities and used for publicity purposes.

Signature _____ **Date** _____

PLEASE RETURN FORM BY JUNE 15th TO:

**City of Windsor Heights
July 4th Vendor Application
1133 66th Street
Windsor Heights, Iowa 50311
(515) 279-3662**

July 4th Vendor Rules and Regulations
Sponsored by the City of Windsor Heights

RULES & REGULATIONS

The Rules and Regulations are designed to maintain a standard that will make the celebration enjoyable and profitable to all. All Vendors need to read and follow the rules and regulations.

1. **Registration**: The vendor fee is \$75 to participate in this event. Every vendor must fill out a registration form.
2. **Dates & Hours**: The 4th celebration will be open from 1:00 pm to 9:00 pm on Saturday, July 4, 2009 in Colby Park (6900 School Street).
3. **All Vendors are asked to remain until closing.**
4. **Code of Conduct**: The City of Windsor Heights has the right to remove or have removed any vendor whose conduct is disruptive or harmful to the integrity of the event customers and other vendors. Disruptive or harmful behavior can be described as an act of assault, abusive language, fighting and acting in an unprofessional manner. If a Vendor's behavior is negatively affecting the atmosphere or reputation, they also may be removed.
5. **Stall Assignments**: All stalls will be assigned on a first come, first serve basis by the city staff.
6. **Non-Profit Groups**: Are encouraged to participate but will be charged the same fee amount as a for-profit organization.
7. **Signs**: All Vendors must have a sign at their site. The sign must have the business name and the price list.
8. **Pricing**: Pricing of goods sold and any applicable taxes are the sole responsibility of the individual Vendor.
9. **Amplified Music**: Amplified music or paging systems cannot be used by Vendors. No generators are allowed.
10. **Temporary Structures and Tables**: All Vendors are responsible for their own tables and awnings.
11. **Dress Code**: All vendors are asked to wear clothes that are non-offensive and to help promote a professional atmosphere.
12. **Health Practices**: All Vendors must adhere to sanitary procedures as demanded by law.
13. **Smoking Policy**: No Smoking or any kind of open flame by Vendors or customers is allowed in vendor stall areas.
14. **Animals in the Market**: NO PETS (ANIMAL, REPTILE, OR OTHER) will be allowed in the Vendor areas.
15. **Alcohol Sales**: Vendors wishing to sell alcohol beverages must have a valid city approved liquor license. All alcohol purchased from a vendor must be consumed in a vendor monitored fenced in area. The city will work with individual vendors to determine the appropriate size of the fenced off area. No glass bottles are permitted.

Any Vendor who does not follow the Rules and Regulations may be asked to leave and lose any further privileges.

RULES AND REGULATIONS ARE SUBJECT TO CHANGE ONLY AFTER EACH VENDOR HAS BEEN CONTACTED OF SUCH CHANGE.

Vendor Coordinator --Josh Heggen 515-279-3662
jheggen@windsorheights.org
Website www.windsorheights.org