

Great Things Come Together in the Junction

Special Events
2012



shop dine enjoy



We are at the intersection of hip and history, the crossroads of art and events, the place where small town charm connects to big city shopping. We are Valley Junction — home to over one hundred specialty shops, restaurants, and services and the single largest collection of independent businesses in greater Des Moines. We are convenient to all of the metro area yet we are a world apart. Great things come together in Valley Junction.

www.valleyjunction.com • 222.3642

Clean-up and Trash Removal

Vendors must provide tables, chairs, brooms, dustpans, and their own garbage removal. Any vendor serving food must place a tarp or mat under the space to protect the street from grease spills. Grease spills may not be left on the street as it is dangerous and also gets tracked into stores. All vendors are responsible for cleaning their stalls at the end of each market. All garbage must be removed. **Garbage MAY NOT be placed in any city trash bin, private dumpsters, event trash box, or left on the curb.** These are for customers only. Failure to follow these standards is a violation of these policies and procedures and repeat offenders may be removed from the event without refund of dues. **Regulations concerning trash for prepared food vendors will be mailed to approved prepared food vendors at a later date.** Additional trash maintenance fees will be applied if necessary.

Sales Tax

It is each vendor's responsibility to know if they are required to collect and remit Iowa Sales Tax. HVJF does not accept responsibility for vendors who fail to meet this obligation. **Failure to respond and reply to sales tax inquires by the Internal Revenue Service will eliminate vendors from future participation in Valley Junction special events.** Out-of-state retailers or any other vendors who aren't regularly engaged in retail sales and don't have a permanent business place must collect and remit sales tax on a non-permit basis. For questions, please call the Iowa Department of Revenue and Finance at (515) 725-0227.

Health Inspection

All event vendors are required to comply with the State of Iowa Public Health regulations governing the preparation, handling, and presentation of food. Prepared food vendors are responsible for obtaining all necessary licenses and permits required by the State of Iowa. The health inspector will issue permits to all vendors not already possessing one at the event you attend. Vendors are encouraged to contact the Iowa Department of Inspections and Appeals at (515) 281-6539 with any questions or concerns regarding product regulations, licensing, and fees. HVJF is not responsible for health permits/inspections.

Liability Insurance

All Valley Junction event vendors are required to have a current **Certificate of Liability Insurance** for the minimum amount of \$1,000,000 on file with HVJF. **This certificate must be submitted by all vendors. Historic Valley Junction Foundation (HVJF) must be listed as the certificate holder.** Please note that a copy of your insurance policy does not satisfy this requirement. You may have your insurance agent fax a copy of the certificate directly to HVJF at (515) 274-8407. **Insurance requirements will not be waived for any Valley Junction event vendors.**

Electricity and Generators

Electricity is **not** available for Valley Junction events. If you require electricity for your merchandise, you are required to provide your own generator. **All generators must be muffled to respect Valley Junction residents, merchants and customers. (Suggested generator - Honda EU3000is or equivalent).** Without refunding vendor fees, HVJF may request a vendor to leave if the vendor's generator is deemed too loud. Vendors attempting to use electricity outlets located on or near Valley Junction trees or buildings will be immediately removed from the event without refund. These outlets are for HVJF use and may not be used by event vendors.

PLEASE READ, SIGN, DATE, COPY FOR YOUR RECORDS AND RETURN ORIGINAL

By renting a space from Historic Valley Junction Foundation (HVJF), all vendors agree not to hold HVJF, its members, staff, or board of directors responsible for damage of any kind. Vendors assume all responsibility for the operation of their booth, and any damages or injuries that may occur in that area during normal event hours or from consumption of products or goods. This includes all lawsuits, demands and claims including court costs, legal fees, and damages. Vendors are also responsible for any loss or damages HVJF may incur on their behalf including, but not limited to court costs and attorney fees. All merchandise will be handled and displayed at the vendor's risk and HVJF assumes no responsibility for theft, accident or natural disaster. The undersigned agrees to indemnify and hold the sponsors of HVJF events harmless in regard to all liability for any damages to personal property, for any loss of life or personal injury or theft of property that may be sustained in connection with this event. I further give approval for HVJF to use photographs taken at this event, which might include my work, for publicity purposes.

Signature: _____ **Date:** _____

**Applications not signed and dated will not be accepted.
Please review this application carefully.**

2012 Special Event Vendor Application

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone (Daytime): _____ (Evening): _____

Cell Phone: _____

E-mail: _____

Social Security Number or Sales Tax Permit Number: _____

Applications WILL NOT be accepted without a tax identification number.

Please indicate your primary product category: _____

Prepared foods must include complete menu. Applications WILL NOT be accepted without a complete menu.

**HVJF reserves the right to limit inventory to be sold at Special Events.
Once menu &/or products have been approved by HVJF Board of Directors,
no additions/revisions can be made.**

Application does not guarantee acceptance; you will be notified when accepted for an event.

PLEASE CHECK ALL SPECIAL EVENTS IN WHICH YOU WOULD BE INTERESTED IN VENDING IN 2012

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|--------------------------|-----------------------------|---|
| <input type="checkbox"/> | Cinco de Mayo Celebration | Saturday, May 5, Noon-10pm |
| <input type="checkbox"/> | Spring Art Market | Sunday, May 20, 11am-5pm |
| <input type="checkbox"/> | Smokin' in the Junction | Saturday, May 26, Noon-10pm; Sunday, May 27, Noon-9pm |
| <input type="checkbox"/> | Summer Antique Jamboree | Sunday, June 10, 8am-4pm |
| <input type="checkbox"/> | July 3rd Street Celebration | Tuesday, July 3, 6pm-10pm |
| <input type="checkbox"/> | Fall Antique Jamboree | Sunday, September 9, 8am-4pm |
| <input type="checkbox"/> | Fall Art Market | Sunday, September 16, 11am-5pm |



Historic Valley Junction



Valley_Junction

2012 Special Event Vendor Application



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