



## Vendor Registration Information

Second Saturday is a once a month arts and music street fest to be held on 2nd Street from Cedar to Iowa and on Iowa from Mississippi Drive to 3rd Street the second Saturday of every month from May to October. It is presented by CBI Bank & Trust and The Merrill Hotel & Conference Center in collaboration with downtown businesses. The event aims to promote the arts and culture in Muscatine and to support Muscatine's downtown.

Vendors will have the opportunity to set up along 2nd Street, which will be closed for the event. Vending spaces will be located in the parking spaces, leaving the sidewalk and middle of the street open for pedestrians.

Event dates for the 2020 season are May 9, June 13, July 11, August 8, September 12, October 10.

Please feel free to email us at [muscatinesecondsaturday@gmail.com](mailto:muscatinesecondsaturday@gmail.com) with any questions.

## PRELIMINARY GUIDELINES

**Application:** All new vendors must apply to become an approved Muscatine Second Saturday vendor. To do so, please fill out the one-page vendor application attached. Applications received more than 2 weeks prior to each event will have priority over those submitted within two weeks of each event. Late applications are accepted, but it cannot be guaranteed that those applications will be able to go through the approval process in that time. Applications can be submitted electronically to [muscatinesecondsaturday@gmail.com](mailto:muscatinesecondsaturday@gmail.com) or in person or via mail to: We Can Frame That, 221 East 2<sup>nd</sup> Street, Muscatine, IA 52761.

**Fee:** The vendor fee for Second Saturday is \$15 per vendor space or \$75 to register for one vendor space for all six events in the 2020 season. (This does NOT include the state's permit fee for food vendors.) There will be a \$10 fee for electrical access per event, access is limited and is on a first come first serve basis. Vendor spaces are 10' x 10'. Space is available on a first come, first served basis, dependent on approval of the vendor application.

**Payment:** Payment for booth space must be received prior to set up for each event. It is preferred that payment be received at least one week prior to the event. Please mail or deliver your check to We Can Frame That, 221 East 2nd Street, Muscatine, IA 52761.

**Booth setup:** Set up begins at 2:45 p.m. (not before) and must be completed by 3:45 p.m. (no later). Vendors may be denied permission to set up after 3:30 p.m. at the discretion of the event organizers.

## ADDITIONAL GUIDELINES

### VENDOR CATEGORIES

**Food vendors:** Food vendors are responsible for meeting the state's guidelines and regulations regarding permits and licenses to serve and sell food and beverages. Food vendors will be required to submit proof of having done so, as well as proof of food liability insurance, as part of the vendor application. Food vendors will be required to add Muscatine Second Saturday as an additional insured on their insurance.

\*Local downtown restaurants who would like to serve food outside of their establishments must also obtain the proper permits and adhere to the state's guidelines and regulations.

**Arts vendors:** Products must be handmade or have undergone a "transformative act" (to undergo a change in form, appearance or character, become transformed). No reselling of goods that have not been transformed in a meaningful way is permitted. Vendors may sell only items which have been produced by themselves or their employees. No direct sales, resale, or consignment will be allowed.

**Muscatine Businesses:** Locally owned and operated Muscatine businesses may apply for booth space to provide an event or entertainment venue as well as advertisement materials. Example: A business may provide an event similar to balloon animals, face painting, coloring competition, etc and hand out pamphlets or fliers. Please contact us with any inquiries.

**Non-profits:** A non-profit vendor must be a 501(c)3 organization. Non-profit vendors may give away items or may sell items if doing so as a fundraiser for the organization. Non-profit vendors have the option to provide a certain number of volunteer hours throughout the Second Saturday season in exchange for free booth space. Non-profit vendors will receive a \$15 credit toward the cost of their booth fee for each volunteer hour worked. Volunteer hours can be provided by one person or a number of people from the nonprofit organization. Second Saturday committee members will meet with the non-profit vendor to arrange how and when the volunteer service hours can be performed. Volunteer service hours must be performed within the same season as the event during which the non-profit will have its booth. Non-profit booth spaces are limited and assigned on a first come, first serve basis, dependent upon approval of the vendor application.

**Service providers:** Includes those who provide services such as massage, chiropractic evaluations, tarot card readings, etc. Service provider booth spaces are limited and assigned on a first come, first serve basis, dependent upon approval of the vendor application.

## **APPLICATION PROCESS**

1. Submit the application attached at least two weeks prior to the event you're applying to be a vendor during.
2. Sign the attached indemnification agreement.
3. Payments accepted include cash, check or money order by mail to We Can Frame That, 221 East 2nd St., Muscatine IA 52761. Cash or check in person is accepted at the same address on the day of the event. Vendors will not be allowed to set up if payment is not received prior to their doing so.
4. All vendor applications will be reviewed by the Second Saturday Committee.
5. All vendors will receive a notification from the Second Saturday Committee once the application has been reviewed and approved, wait-listed or declined.
6. Vendors are approved based on the Second Saturday vendor rules, product diversity and quality of the product, previous commitment, attendance, conduct and space availability.

## **GENERAL EVENT RULES**

1. Vendors may not begin selling before the event begins at 4 p.m. and must stop when the event ends at 8 p.m. Vendors will have until 9 p.m. (no later) for tear down. Early tear down is not allowed and will result in expulsion from the event season.

2. Vendors must inform the Second Saturday committee if they are unable to attend an event. Two no-shows will result in forfeiture of a vendor's space and, if previously paid, their vendor fee.

3. Vendor fees are non-refundable.

4. Vendors are responsible for removing all waste, rubbish, recyclables, or trash that they generate during the course of selling at Second Saturday. Trash or residue from the vendor's product may not be placed in any storm sewer or in the city trash barrels or trash dumpsters. Any charges incurred by the City of Muscatine that occur as a result of vending (grease, food stains, etc.) will be the responsibility of the vendor.

5. All permits necessary to sell must be on display at all times. It is the responsibility of the vendor to obtain and provide to the Second Saturday Committee proof of all license and permits required for the sale of the vendor's products at the market. Questions about permits and licenses should be directed to Courtney Thomas at the Iowa Department of Inspections and Appeals, 515-802-2984, courtney.thomas@dia.iowa.gov.

6. Vendors will furnish their own equipment necessary for their participation in Second Saturday.

7. Vendors attending Second Saturday should determine whether sales at Second Saturday are subject to sales tax. Second Saturday cannot give tax advice or legal advice. Questions about sales tax should be directed to the Iowa Department of Revenue at [idr@iowa.gov](mailto:idr@iowa.gov) or 515-281-3114.

8. No space heaters allowed.

9. No pets allowed. Only service animals are permitted.

10. No smoking allowed.

11. Electricity is available on a first come, first serve basis with a \$10 fee per event. The Second Saturday Committee does not guarantee electricity to any vendor. Vendors who need to have electricity to legally operate their businesses need to provide a generator, extension cord, and mats to cover any of the cord that lies in an area utilized by Second Saturday customers. Generators must be quiet and not emit offensive fumes.

12. Late arrival participation will be contingent upon the discretion of the Second Saturday Committee and upon available space. Vendors who arrive late must park outside of the designated Second Saturday area and carry their product to their booth space.

13. Vendors are responsible for weighting and/or tying down their tents and umbrellas with at least 20 lbs. of weight on each tent leg to sufficiently eliminate wind disruption and danger. Vendors are liable for any damage occurring from their personal property.

Vendors who fail to abide by the rules of Second Saturday may be subject to expulsion from the event. These guidelines may be subject to change. Notice will be given if significant changes are made.



Vendor Registration

CONTACT INFORMATION

Name:

Address:

City: State: ZIP code:

Phone: Cell:

Email:

VENDOR INFORMATION

Month(s) you would like to be a vendor:

Description of merchandise/food being sold/name of local downtown restaurant:

Email:

Tax identification number (if applicable):

Iowa sales tax number (if applicable):

\*Food vendors please attach proof of insurance and of Muscatine Second Saturday listed as an additional insured, proof of temporary license, proof of any necessary permits, and a copy of your driver's license.

NON-PROFIT INFORMATION

Non-profit name:

501C3 number:

Type of organization:

Will you be providing volunteers in exchange for free booth space? (Circle one) Yes      No

\*Political and religious non-profit requests will not be accepted. Please complete and return to We Can Frame That, 221 East 2nd St., Muscatine, IA 52761 or email to muscatinescondsaturday@gmail.com. Make checks out to Greater Muscatine Community Foundation with 2nd Saturday in the memo.

## Hold Harmless Agreement

In consideration of granting of permission by the City of Muscatine and Muscatine Second Saturday, to the undersigned for the use of the following described property: Muscatine Second Saturday venue For the purpose only: participating as a vendor in Muscatine Second Saturday On the following dates: May-October 2020

The undersigned agrees to indemnify and hold harmless the City of Muscatine and Muscatine Second Saturday, its agents, officers and employees from and against all claims for injuries or damages to persons or property arising out of or caused by use of such property. The undersigned further agrees upon receipt of notice from the City of Muscatine and Muscatine Second Saturday to defend at its own expense the City of Muscatine and Muscatine Second Saturday from any action or proceeding against the City of Muscatine and Muscatine Second Saturday arising out of or caused by use of such property. A judgment obtained in any such action or proceeding is conclusive in any action by the City of Muscatine and Muscatine Second Saturday against the undersigned when so notified as to the existence of a defect or other cause of the injury or damage, as to the liability of the City of Muscatine and Muscatine Second Saturday to the plaintiff in the first name action, and as to the amount of the damage or injury. The City of Muscatine and Muscatine Second Saturday may maintain an action against the undersigned to recover the amount of the judgment together with all the expenses incurred by the City of Muscatine and Muscatine Second Saturday.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature of vendor:

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