



EVENT REGISTRATION FORM

UNIVERSITY OF OKOBOJI OKTOBERFEST

OUTDOOR VENDOR SHOW

Saturday, September 26th | 10:00am – 5:00pm | Preservation Plaza in Arnolds Park

How to Apply

Participation is open to all types of vendors. If multiple vendors with the same products apply, the first to apply will be accepted for the 2020 event.

- **Complete the attached application at the bottom of this form and return to IGLA Chamber of Commerce or apply online at www.ufooktoberfest.com.**
- **Enclose a check for the booth fee.** Take advantage of Early Bird rates by applying by September 4th!
Early Bird Booth Fee \$50 until September 4. Registration Fee increases to \$75 on September 5.
- **Deadline to apply is Wednesday, September 16th, 2020.**
- **Please make checks payable to: Iowa Great Lakes Area Chamber of Commerce.** Card payment is available upon request. Mail checks to: IGLA Chamber, ATTN: Vendor Show, PO Box 9, Arnolds Park, IA 51331

Event Information

- **Booth size is approximately 10'x10', with 6-10 feet of space between each booth.** Bring display materials, including tables, chairs, display boards, tents, and accessories. Electricity is not available on the grounds. The space is on grass. Please bring any materials you need for your display.
- **The IGLA Chamber of Commerce and Arnolds Park Amusement Park are not responsible for any loss, theft, or damage of any kind to any products or other personal property.** Insurance is the responsibility of the vendor. Come prepared for inclement weather.
- **Products must be family friendly.** No profanities or vulgar language allowed. You will be asked to leave if any products of this nature are on site.
- **Iowa sales tax is the vendor's responsibility.** Permits may be obtained by calling 1-800-367-3888. Exhibitors are responsible for collecting and reporting their own sales tax. Call 1-800-367-3888 or visit tax.iowa.gov with questions.
- **No refunds.** If you need to cancel, vendor fees will not be refunded. Please let the IGLA Chamber know if you will not be in attendance at the event.

VENDOR INFORMATION

Business/Vendor Name: _____

Product or Service: _____

Contact Name _____

Address: _____

City, State, Zip: _____

Cell Phone: _____

E-Mail Address: _____

LIABILITY RELEASE

I hereby release and forever hold harmless the Iowa Great Lakes Area Chamber, the City of Arnolds Park, IA, the Arnolds Park Amusement Park, the Iowa Great Lakes Maritime Museum, and all sponsoring organizations, and their directors, officers, employees, agents, and volunteers from any and all responsibility, personal liability, claims, loss or damage arising out of or in conjunction with my application to or participation in the University of Okoboji Oktoberfest Vendor Show, which is not responsible for any injury sustained by exhibitors or guests while within the space designated for exhibits. Further, I understand that I store my products/services at my own risk without exception or limitation.

My signature indicates acceptance of all conditions and rules of this prospectus. Application forms without signature will not be accepted. I have read the vendor rules and information form. I have enclosed all of the necessary information and payments for the University of Okoboji Oktoberfest Outdoor Vendor Show.

Signature: _____



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VENDOR RULES AND INFORMATION

PARKING: Vendor Parking is available in the Arnolds Park Amusement Park Parking Lot and all other area parking lots. Specific spaces for vendors will not be reserved. Do not take parking spaces labeled as reserved or handicapped. Vendors are not allowed to park their vehicles on Preservation Plaza at any time.

TIMING: Vendors are required to be in attendance for the duration of the event. You must be set up by 10:00am. Vendors may begin setting up at 8:30am. If vendors are late or leave early, they will not be invited back to future vendor shows.

DISPLAY: Do not set up in space other than for what you've paid. Do not 'take' space that wasn't assigned to you or cross into common spaces. Tents and tables must be provided by the vendor. No display items will be provided by Arnolds Park Amusement Park or the IGLA Chamber of Commerce. You are responsible for the set-up and take-down of your space.

SPACE GUIDELINES: you are responsible for your tent, displays, and merchandise. Please be prepared for inclement weather. Everything about your tent and set-up must fit into your 10'x10' space. **No electricity available.** Vendor locations are predetermined, and changes cannot be made day of, unless made by IGLA Chamber staff. If you have specific requests, please let Kiley know ahead of time. Vendor locations will be shared with you the week of the event and staff will be available on site to direct you to your space the day of.

PRODUCT GUIDELINES: All products and services sold must be family friendly. No profanities or vulgar language allowed. If inappropriate items are found, you will be asked to leave and not allowed back at future events.

TAXES: Vendors are responsible for collecting, reporting and submitting their own sales taxes. Permits may be obtained by calling 1-800-367-3888. Call 1-800-367-3888 or visit tax.iowa.gov with questions.

CANCELLATION POLICY: If you are no longer available to attend, please let the IGLA Chamber know ahead of time. No refunds will be issued. The event will be held rain or shine. Please come prepared for inclement weather.

POSITIVITY: This is a family-friendly event. A positive attitude goes a long way with customers. If you aren't having a good show, the last person who wants to hear you grumble about it is the customer who is within earshot. Present your smiling faces and at the least you'll get a smile in return. If you have comments about the show, please address them to the Chamber of Commerce Director of Membership & Events, Kiley, or CEO, Blain, who will be on site for the event. Kiley's email is kiley@okobojichamber.com and Blain's is blain@okobojichamber.com.

Thank you for your participation and cooperation!
We are excited to work with you!

QUESTIONS? Contact Kiley, Director of Membership & Events, at the Iowa Great Lakes Area Chamber of Commerce at 712-332-2107 or kiley@okobojichamber.com.