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Vendor Rules & Regulations

515-208-4330
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1. **FIRE REGULATIONS** Clive Fire Marshall requires the following:

- a. 12 gauge, 3-pronged electric cord (Suggestion: bring several 50 ft. cords.) 10 gauge for 100 ft. cords.
- b. Multi-plug power strip with circuit breaker
- c. 5lb. 2-A rated ABC powder fire extinguisher

2. **MERCHANDISE**

The following items may not be displayed or sold: **carnival items, animals, Cannabis products, copyrighted logo'ed items, without proper licensing.** Holiday Hullabaloo reserves the right to remove questionable merchandise or displays.

3. **CHAIRS, TABLES & MASKS**

Each vendor should provide personal chairs, tables, lighting, personal protection equipment, etc.

4. **PETS**

Animals are not allowed in the Holiday Hullabaloo venue. Violation of this ordinance could result in removal from Holiday Hullabaloo.

5. **DISPLAYS**

All display tables must be attractively draped and packing materials arranged out of sight. All booths must be safely constructed and within designated booth space. This is an event for Children and displays should be constructed accordingly. **Nothing to be in walkways.**

6. **SUBLEASING**

Subleasing of booth space is not allowed. Any person attempting to do business in a booth space without having properly rented the space will be removed from Holiday Hullabaloo.

7. **BOOTH SIZE**

SINGLE SPACE: Spaces are approximately 10' wide x 10' deep.

DOUBLE SPACE: Spaces are approximately 20' wide x 10' deep.

Vendors and merchandise must be contained within the space. **Walkways are to remain free of all items. This includes chairs, tables, coolers, boxes and cannot be used for storage.**

Booth Fee and Date Selection			
November 24-26, 2023 Price Per Weekend	Single space: <input type="checkbox"/> \$250 10' wide x 10' deep Double space: <input type="checkbox"/> \$500 20' wide x 10' deep	December 15-17, 2023 Price Per Weekend	Single space: <input type="checkbox"/> \$250 10' wide x 10' deep Double space: <input type="checkbox"/> \$500 20' wide x 10' deep
December 1-3, 2023 Price Per Weekend	Single space: <input type="checkbox"/> \$250 10' wide x 10' deep Double space: <input type="checkbox"/> \$500 20' wide x 10' deep	December 22-24, 2023 Price Per Weekend	Single space: <input type="checkbox"/> \$250 10' wide x 10' deep Double space: <input type="checkbox"/> \$500 20' wide x 10' deep
December 8-10, 2023 Price Per Weekend	Single space: <input type="checkbox"/> \$250 10' wide x 10' deep Double space: <input type="checkbox"/> \$500 20' wide x 10' deep	December 26-31, 2023 Price Per Week	Single space: <input type="checkbox"/> \$250 10' wide x 10' deep Double space: <input type="checkbox"/> \$500 20' wide x 10' deep

9. **CANCELLATIONS**

Cancellations made **after August 15 - September 30, 2023** will be given a 50% refund. No refunds will be given for cancellations made after October 1, 2023.

10. **ELECTRICITY**

15 amps of power is available for each booth. Guidelines from the Clive Fire Marshall must be followed. See Rules & Regulations No. 1.

11. **SECURITY**

Holiday Hullabaloo will have security on site during event hours. Neither the security nor Holiday Hullabaloo are responsible for theft or damage, as stated in Section No. 6 of the Holiday Hullabaloo contract.

Vehicles are allowed at entrances **before 9:00 am** on Friday, Saturday and Sunday for restocking.

12. **LENGTH OF SHOW**

All vendors are required to participate in the entire 3 days of the Holiday Hullabaloo you have chosen. Early departures may result in the vendor not being asked to participate in future Holiday Hullabaloo events.

EVENT TIME SCHEDULE					
	Set-up/ Restocking	Vehicles moved from ALL Entrances	Opening	Closing	Doors Locked
Thursday	3 pm - 5 pm	5 pm			
Friday	7 am - 9 am	9 am	10 am	9 pm	9:45 pm
Saturday	7 am - 9 am	9 am	10 am	9 pm	9:45 pm
Sunday	7 am - 9 am	9 am	10 am	6 pm	7:30 pm

No vehicles are allowed at entrances for restocking or move out during event hours.

13. **PARKING**

Parking will be provided at a designated area. We ask all vendors to only park in the vendor area to allow more parking for guests.

14. **SALES TAX** Vendors are responsible for the collection and paying of Iowa sales tax.

15. **SETUP OF BOOTH**

Please park at designated entrance, unload and then park your vehicle in designated vendor parking. This will allow all vendors to get unloaded and set up in the time allowed. It is important that each vendor be a “good neighbor.”

16. **END OF EVENT**

All vendors - MANDATORY - booth space must be broken down and ready to load before bringing any vehicle to an entrance to load.

Please leave your space free of trash and debris. Failure to do so may result in the vendor not being asked to participate in future Holiday Hullabaloo events.

17. **NOTIFICATION OF VENDORS**

All applicants will be mailed an acceptance or denial letter on or before August 15, 2023.

18. **INSURANCE**

All accepted vendors are required to provide Certificate of Insurance coverage in our possession via mail or email no later than October 31, 2023 No exceptions. Failure to provide this will result in forfeiture of vendor space and no refund.