

Junkwood 2023 - Underwood, Iowa, Application & Liability Release Form

Sponsored by Friends of Underwood, Iowa, Community

Saturday, June 10, 2023 on 3rd & Railroad Highway (Main Street)

8:00 a.m. - 3:00 p.m.

Note: All Vendors must stay until end of show!

Name: _____ Business Name: _____

Brief description of what you will be selling: _____

Mailing Address: _____

Home Phone: _____ Cell: _____ Email: _____

Facebook or Website: _____

Booth Prices & Sizes: Outside Spots - 20' wide & 12' deep (coming out from the sidewalk) = \$40; **Inside (UMBA building) Spots** - 10' wide & 8' deep = \$50 **(all inside spaces will be reserved for those that absolutely need it for protection of their items!)**

Will you be using a trailer in your selling booth? _____ No vehicles allowed in vendor spaces during the show. **Restrooms** inside UMBA. **No electricity** will be provided for outside spaces; generators are welcome. **All vendors are expected to stay until the end of the show. Please pick up trash when you leave.**

Questions: Contact **Mackenzie Shelton** @ junkwoodiowa@gmail.com or cell: 402-680-8213

Make checks payable to **Friends of Underwood** and mail to Mackenzie Shelton 22276 185th St Council Bluffs IA 51503. Payment is due with your application. **No refunds** will be given. Applications are due by **June 3, 2023**. Any applications received after **June 3** will be assessed a late fee of **\$15.00**. Upon receiving your application fee, your spot as a vendor will be reserved and added to our Facebook page. **Closer to the event, all vendors will be notified of their space number and spot location.**

FOOD VENDORS - be sure to have proof of your food license with the state. Food vendors will be located outside the main UMBA doors.

During the show, no parking in handicap designated areas or in front of storage units across from the UMBA's main doors.

SET-UP: Inside Vendors are encouraged to set up Friday, June 9. The UMBA building will be open from 6:00 p.m.- 9:00 p.m. Doors will be locked at 9:00 p.m. to secure your wares. If unable to set up on Friday evening, inside vendors may set up on Saturday from 6:00 a.m. to 7:30 a.m. **All loading vehicles must be moved to a side street by 7:30 a.m. If your vehicle is still parked in front of UMBA or the handicap spots at 7:30 AM you will be required to move it and haul your items up from another location. THIS IS A NON-NEGOTIABLE.** Please provide your own tables. Chairs will be provided.

Outside Vendors - please plan accordingly for the weather. Bring a canopy or tent for shade. Tent weights recommended. No tables provided. The show will go on rain or shine. Outside vendors may set up from 6:00 p.m. to 9:00 p.m. on Friday, June 9, or from 6:00 a.m. to 7:30 a.m. on Saturday, June 10. **Setting up on Friday evening is at your own risk as no policing of the area will be provided. All loading vehicles must be moved from spaces by Saturday at 7:30 a.m. THIS IS A NON-NEGOTIABLE and you will be asked to move for the safety of the crowds** No overnight staying allowed. Spaces are 20' wide and 12' deep (coming out from the sidewalk).

SPOTS: While we do our best to be accommodating, we cannot guarantee our vendors their spot from previous years. We will notify you at least two days prior to the event where your spot will be located.

LIABILITY FOR DAMAGE: Vendors shall be liable for any and all damage to the property negligently, recklessly or intentionally caused by that party or their agents, employees or invitees. Vendors will not hold the City of Underwood, UMBA or Friends of Underwood responsible for any loss or damage of their personal items.

Signature: _____ Date: _____