



Polk County Master Gardeners'

Art in the Garden 2019

Vendor information and Application

Date: August 3, 2019
Location: Polk County Master Gardeners' Demonstration Garden: 92nd & Dewey Gibbs Road, Urbandale, Iowa
Time: 9:00 a.m. to 3:00 p.m.
What: Garden and nature-inspired fine arts and crafts

This show is not juried, but vendors will be chosen selectively to guarantee a variety of merchandise. We reserve the right to refuse any vendor.

This is an outdoor event to be held rain or shine. Shelter is available if severe weather develops.

Vendors are required to:

- Supply tents or canopies, tables and chairs, if needed.
- Be responsible for taking payment and making change as needed.
- Provide proof of liability insurance.
- Collect and remit the appropriate sales tax. (6% in Urbandale)
- Stay for the entire event: be open and ready for sales at 9:00 a.m. Tear-down is not permitted until after 3:00 p.m.

Provided by Art Fair:

- Ice water and an air-conditioned break room
- Parking on the grounds will be permitted during set-up and tear-down
- Parking for clients in a lot on the garden location

Vendor booths: \$50.00 - 10' x 10'
\$30.00 - 6' x 8"

*If you need a larger space, please reserve more than one booth.

Acceptance and Payment:

- Vendors will be notified of acceptance by June 1st
- Booth fee is due by June 1st
- Proof of insurance is also due by June 1st
- \$10.00 out of vendor's booth fee is non-refundable; remainder of the fee is refundable up to 30 days before the event.

To apply: Email or postal mail the completed application form (below). Payment must be postal mailed by June 1. Please email three photos of your work to be used on our Facebook page. If available, also include link(s) to your website, Facebook, or blog. Photos should be jpegs, no larger than 3 megabytes.

Contact for questions or to submit an application and photos:

Kris Swanson

Phone: (515) 669-3778

Email: kriss715@yahoo.com

U.S. Mail: 4400 104th, #7, Urbandale, IA 50322

Please use a “regarding” on the envelope or email line of “Art in the Garden”

2019 Polk County Master Gardeners’ *Art in the Garden* Application

Your Name:		Business Name:	
Address:		Phone Number:	
		Email:	
		Sales Tax Number:	

Booth size requested (check one): **10' x 10'** **OR** **6' x 8'**

Briefly describe your work (and three photographs of your work):

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