

**Vendor Application
City of West Branch Iowa
PO Box 218
West Branch, IA 52358**

Applicant Information

Organization Name: _____

Contact Name: _____

Email: _____

Phone: _____

Website: _____

Address: _____

City: _____

State: _____

ZIP Code: _____

For marketing purposes, please describe your exhibit in detail, list your web address and attach with this form.

Do you plan to sell items? Yes ___ No ___

Iowa Sales Tax Permit- Only complete if you plan to sell items

Permanent Iowa sales tax licenses number # _____

If you do not have a permanent sales tax license, we can mail you a temporary one-day license.

Is your organization Sales Tax exempt? Yes ___ No ___

Entry Fee

West Branch Resident Non Profit Vendor Fee- \$10.00

West Branch Commercial Business fee- \$ 25.00

Non West Branch Non Profit Vendor Fee - \$25.00

Non West Branch County Commercial Vendor Fee- \$50.00

There will be 10% increase if payment is received after the deadline.

Cash and checks will be accepted. All returned checks are subject to a \$30.00 return check fee.

Please make checks out to City of West Branch. Send payments to City of West Branch, PO Box 218, West Branch, IA 52358.

Agreement

General Release and Acceptance of Rules- The City of West Branch does not carry insurance to cover theft, loss, or damage to your exhibit or personal property, or against personal injury to you or your helpers. **You are required to obtain your own insurance.** The undersigned agrees to and releases all parties named above from any damages to personal property of personal injury which he/she, or helpers may sustain while participating in the festival. You agree to the use of images of you and your exhibit by all parties named above for promotional purposes in print and on their websites. I have understood the requirements for the participation in the festival. I agree to abide by the rules and policies.

Applicant Signature: _____ Title: _____ Date: _____

Please Print Name: _____

Fee Paid: _____

Please complete and return to: West Branch City Office, PO Box 218, West Branch, IA 52358.

For more information please contact West Branch City Office at 319-643-5888.