

**Fort Madison Mexican Fiesta  
Vendor Rental Agreement  
September 12-14, 2024**

<b>For Internal Use Only</b> RECIEVED ON: _____ ELECTRIC: YES NO PAID: YES NO SPOT # : _____
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**Contact Information:**

**Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Cell phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**One Space is 10 ft x 10 ft**

**IF YOU NEED MORE THAN ONE SPACE YOU WILL NEED TO PURCHASE MORE SPACE  
(Example: Food truck or trailer = 1 space with Electric & 1 Without = \$150)**

**\$100.00 per space – Three days WITH electricity.**

How many spaces? (10ft x 10ft) \_\_\_\_\_ X \$100.00 = Total: \$ \_\_\_\_\_

**\$50.00 per space - Three days WITHOUT electricity.**

How many spaces? \_\_\_\_\_ X \$50.00 = Total: \$ \_\_\_\_\_

**Please check the category your selling:**

\_\_\_ Food Vendor \_\_\_ Craft Vendor \_\_\_ Other (specify) \_\_\_\_\_

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**Vendor has read, understands and agrees with the Vendor Information sheet.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**When do you plan on opening? (Asking for pre event advertising)**

\_\_\_\_\_

**Please complete this form and return it with full payment by July 1, 2023, payable to:**

Fort Madison Mexican Fiesta Committee.

Please mail to: Fort Madison Mexican Fiesta Committee

PO Box 331

Fort Madison, Iowa, 52627














Fiesta location: Avenue Q between 34<sup>th</sup> and 35<sup>th</sup> Streets, just off Avenue O (HWY 61)

**Questions? Please call or text Jordan Prado at 319.371.6956 or Kristy Shaw at 319.316.3392 or email [FortMadisonMexicanFiesta@gmail.com](mailto:FortMadisonMexicanFiesta@gmail.com).**

## 103<sup>rd</sup> Fort Madison Mexican Fiesta Vendor Information



1. Full payment is due by July 1, 2024. If payment is not received and we haven't heard from you, the reservation will be canceled. No refunds will be considered after August 1, 2024.
2. You will be notified by text or email on September 10th of your space number, and we will make every effort to accommodate a specific space location request.
3. There will not be any set up allowed prior to receiving payment and receiving your assigned space.
4. You will be able to begin setup on September 11 after 3pm.
5. Vendor spaces will be clearly numbered.
6. Please post your hours. Food vendors must be open by 5pm on Thursday and Friday. Saturday, plan to be open by 11am. (Some people do come down looking for Lunch on Thursday and Friday, let us know if you are planning on opening earlier so we can get the message out) If you need to close between 2 and 4, that is your decision.
7. Vendors will bundle up the trash in the barrels by their space when it fills up and leave it next to the trash barrel. The trash will be picked up by volunteers as needed and in the morning.
8. Please clear and clean tables routinely during serving hours.
9. Vehicles will not be allowed on Avenue Q after 10 am on September 12, 13, 14. No exceptions! Restock early!
10. Trailers and tents must be removed by Monday, September 16, 2024, by order of the City of Fort Madison. Failure to comply will result in a fine of \$25.00 per day until the tent or trailer is removed and spot it cleaned up.
11. All vendors must have a paid spot.
12. Vendors are responsible for providing their own heavy duty extension cord (10 Gauge Required), one outlet per space unless outlets become available after everyone has checked in.
13. Stink bombs and fireworks are strictly forbidden at this event.
14. No sexually explicit merchandise will be sold or given away at the fiesta. This is a family friendly event.
15. No aerosol hair color will be allowed for sale or give away.
16. Merchandise that could be considered as a weapon will not be allowed.
17. The Fort Madison Mexican Fiesta is not responsible for lost, stolen, broken or damaged property.
18. The Fort Madison Mexican Fiesta claims sole right to be the only vendor of merchandise that depicts the Fort Madison Mexican Fiesta celebration (t-shirts, hats, cups, etc.).
19. Each vendor is responsible for supplying the appropriate gauge and length of extension cord needed to run from the power source to the selling location.

CORD LENGTH		25 <sub>FT</sub> — 50 <sub>FT</sub> — 100 <sub>FT</sub>		
	<b>LIGHT DUTY</b> 16 GAUGE			
		13 AMPS	13 AMPS	10 AMPS
	<b>MEDIUM DUTY</b> 14 GAUGE			
		15 AMPS	15 AMPS	13 AMPS
	<b>HEAVY DUTY</b> 12 GAUGE			
		15 AMPS	15 AMPS	15 AMPS
	<b>EXTRA HEAVY</b> 10 GAUGE			
		20 AMPS	20 AMPS	20 AMPS

20. Each Vendor is Allowed one Duplex Receptacle (110v) if they have paid for electricity.
21. Circuit Breakers will be clearly labeled. Each Receptacle has its own breaker. (30 Amp) An average microwave uses 600 to 1,200 watts, translating to 5 to 10 amps at 120V. A 60-watt incandescent light bulb running on 120 volts will have an amperage draw of 0.5 amperes. A crock pot will pull between 0.6 amps and 2 amps at 120 volts depending on the heat setting. Roaster Ovens Draw 10-12 amps, and hot plates draw 8-12 amps depending on the settings.
22. In the event of a circuit breaker “tripping” it will need to be reset at the power source.
23. Use of the inappropriate gauge and/or length of extension cord may result in a fire or electrocution or repeated breaker tripping.
24. Vendors are assigned a booth space by the Fort Madison Mexican Fiesta Committee at such location as the committee may determine. The Fort Madison Mexican Fiesta Committee reserves the right, for a proper purpose, to reassign booth locations to the operators of food booths at any time during the Fiesta.
25. Vendor shall maintain the booth and the area surrounding in conformity with all applicable sanitary and health laws and regulations and shall also keep the booth and the surrounding area neat, clean, and free of accumulated refuse and debris. The Fort Madison Mexican Fiesta shall provide trash receptacles for use by the general public throughout the festival area.
26. The Vendor is responsible for disposing of all refuse and debris (gray water, grease, etc.) arising from any of the activities conducted in their booth in accordance with directions given by the Fort Madison Mexican Fiesta.
27. Vendor spaces are 10 ft by 10 ft. If you have a food truck or trailer you will need 2 spaces. You are able to mix the spaces as in one space has electricity and the other one doesn't.

**For issues or concerns please contact a member of the Fiesta Committee and someone will be there as soon as they can.**