



115 E. Main Street | Clarinda, Iowa 51632
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March 15, 2018

The 59th Annual Craft Carnival is scheduled for Saturday, October 20 in Clarinda, Iowa from 8 a.m.-4 p.m. This event features all types of *handmade crafts*. Items must be available on a cash and carry basis. **The only food that is allowed to be sold at the Craft Carnival is food that is prepared in the food vendor's licensed establishment.** Also, licenses are non-transferrable, meaning you cannot use someone else's licensed kitchen to prepare your food products for sale. We will not be responsible for damage, loss or theft of any items, or any accidents. Someone should attend your display at all times.

Exhibits must be in place by 7:30 a.m. on October 20 or your booth will be released. You may set up on Friday, October 19 from 4-8 p.m. or 6-7:30 a.m. on October 20. Doors will open to the public Saturday morning at 8 a.m. and remain open until 4 p.m. You will be free to dismantle your exhibit at 4 p.m.

Craft exhibitors will be located at the Page County Fairgrounds, the Clarinda Pavilion, the Clarinda Academy Activity Building and the Clarinda Lied Center Gymnasium. **All facilities and grounds are non-smoking.** Shuttle buses will be running to each location for the attendees. Food will be available at **ALL** locations. After unloading your crafts, please relocate your vehicle away from the building for customers.

All spaces will be **APPROXIMATELY** 8 ft. long by 5 ft. deep. There will be a charge of \$45 per space. We encourage exhibitors to bring their own table. If we furnish your table, there will be an additional fee of \$10 per table. All fees must be enclosed with your registration form. We will **NOT** have extra tables available to rent when you arrive. Tables **MUST** be reserved and paid for in advance. Past exhibitors may request their same location as last year if payment is received by **Friday, May 11**. After that date, spaces will be filled on a first come-first serve basis. Availability of space and tables are not guaranteed. You will also need to furnish your own **CHAIRS**. Electricity, if requested, is **NOT** guaranteed. **Wi-Fi is not available.**

We are required to inform you that in the State of Iowa, craft exhibitors are responsible for paying Iowa Sales Tax. **The Iowa Department of Revenue has implemented a new requirement that all exhibitors are encouraged to have a permanent sales tax permit number.** Exhibitors may receive a free sales tax permit number by contacting the *Iowa Department of Revenue at their website – www.tax.iowa.gov. Feel free to contact them directly at (515) 281-3114 or by email – idr@iowa.gov.* As your sponsor, we are required to send a list of all exhibitors to the Iowa Department of Revenue. Anyone who sells more than two items in one year is required to pay tax to the State of Iowa regardless of any tax-exempt status. State sales tax is 7% and should be sent to the Iowa Department of Revenue.

Confirmation letters will be sent by August 20. Please return your registration form and a check payable to the Clarinda Chamber of Commerce, 115 East Main Street, Clarinda, IA 51632. For more information send an email to chamber@clarinda.org or call 712-542-2166. You may also download a registration form by visiting the Clarinda Chamber of Commerce website at: www.clarinda.org.

Sincerely,

A handwritten signature in blue ink that reads "Elaine Farwell".

Elaine Farwell, Executive Director
Clarinda Chamber of Commerce