



115 E. Main Street | Clarinda, Iowa 51632
p: 712.542.2166 | f: 712.542.4113 | www.clarinda.org

November 30, 2018

The **2nd Annual Clarinda Craft and Vendor Marketplace** is scheduled for Saturday, March 2, 2019 at the Page County Fairgrounds-Wibholm Hall in Clarinda, Iowa from 9 a.m.- 3 p.m. This event features all types of vendor and craft items. Items must be available on a cash and carry basis. **The only food that is allowed to be sold at this event 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 8:30 a.m. on Saturday, March 2 or your booth will be released. You may set up on Friday, March 1 from 3-7 p.m. or 7-8:30 a.m. on March 2. Doors will open to the public Saturday morning at 9 a.m. and remain open until 3 p.m. You will be free to dismantle your exhibit at 3 p.m.

Vendor and Craft exhibitors will be located at the Page County Fairgrounds-Wibholm Hall. All facilities and grounds are non-smoking. Food will be available at the Wibholm Hall building. After unloading your items, you will be directed to exhibitor parking.

All spaces will be 8 ft. long and 5 ft. deep. There will be a charge of **\$35 per space**. **No refunds due to inclement weather.** 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 reservation. We will not have extra tables available to rent when you arrive. Tables must be reserved and paid for in advance. 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 notices/assignments will be sent by February 8. Please return your entry 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 submit your registration by checking out Clarinda's home page at: www.clarinda.org.

Sincerely,

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

Elaine Farwell, Executive Director
Clarinda Chamber of Commerce