



**Manchester, Iowa - June 1, 2019
Vendor Registration**

You are invited!!! This registration serves to reserve your spot as a vendor at the 2019 Rhubarb on the River Event on June 1. Vendors will be set up along South Franklin Street and Shelly Park (White water park) in downtown Manchester. With the weather this winter, the new park area will not have grass yet, but we are hoping to be off the street and down below along the river for 2020!

- The vendor portion of the event, unless specified differently, will run from 8 AM to 1 PM. Set up will start at 7 AM.
- Manchester Chamber members will receive a space as a benefit of being a Member once this registration form is received.
- The Non-member fee for a vendor spot is \$30. Payment is due with this form to reserve your space. No refunds-event will be held rain or shine.
- Space will be determined based on the number of vendors. Vendors are to provide their own table, covering and booth display. Locations will be assigned. There will be no electricity available.
- Registration Due Date: April 30, 2019

Please contact Jessica Pape at the Manchester Area Chamber of Commerce office with any questions at 563-927-4141 or at macc@manchesteriowa.org. Thank you!

Business Name (if applicable): _____

Name: _____

Address: _____

Phone Number: _____

E-mail: _____

Booth/Business Description: _____

Permanent tax permit number: _____

Please select the option that best describes your booth:

____ Sales (see Section A on the back)

____ Food (see sections A and B on the back)

____ Exhibit/Education (see Section C on the back)

Please return forms to: Manchester Area Chamber of Commerce, 200 E. Main Street, Manchester, IA 52057.

- A. Sales vendors are any business or organization that is selling good or products of any sort. The following information pertains to you and is required.

As of July 1, 2016, the Department no longer issues temporary tax permits. Vendors must apply for a permanent Iowa tax permit. A permanent tax permit allows you to conduct taxable sales or perform taxable services in Iowa at any time during the year. When you attend a temporary event, such as a craft show, you only need to provide the event sponsor with your name and address, along with your permanent tax permit number. Please make sure all this information is on your form. The event will be registered with the State of Iowa.

<https://tax.iowa.gov/sales-tax-and-special-events-temporary-permits>

SPECIAL EVENTS – SALES/USE TAX PERMITS

What do I need to do?

Complete and submit the Iowa Business Tax Registration form on our website at:
<https://tax.iowa.gov/please-read-you-register-your-business>

How will I file and pay my tax?

File and pay your sales or use tax online through eFile & Pay. The eFile & Pay system is located at <https://tax.iowa.gov/efile-pay>

Questions?

Vendors who have questions about what is taxable or how to complete the tax return should review our FAQs or contact Taxpayer Services by telephone at 515-281-3114 or 1-800-367-3388.

Sales/Use Tax Forms

<https://tax.iowa.gov/form-types/sales-and-use-tax>

- B. Food Vendors. Please visit the link for the appropriate State application. Food stations will be provided but you will need to provide your own booth and covering.

<https://dia.iowa.gov/document/temporary-food-license-application>

You may also visit <https://dia.iowa.gov/food-consumer-safety/food-safety-license-applications> for more information and resources.

- C. Safety and education are two main goals and priorities of this event. If you identify as an educational exhibit and will not be selling produce or products, your \$30 vendor fee may be waived. Please contact Jessica if you have any questions.

Exhibitors accept full liability and expressly release Manchester Rhubarb on the River Committee, Manchester Area Chamber of Commerce and City of Manchester from liability for any loss or injury to themselves or their product/property while attending Rhubarb on the River, June 1, 2019.

