

# VENDOR INFORMATION & RULES



OCTOBER  
10, 11, 12  
2025

BROUGHT TO YOU BY:



## CONTACT INFORMATION:

Phone: (319)-931-6675  
Email: [engagekeo@gmail.com](mailto:engagekeo@gmail.com)  
Address:  
P.O. Box 313  
Keosauqua, IA 52565  
Website: [Keosauqua.com](http://Keosauqua.com)

## FESTIVAL DATES/TIMES:

Friday, Oct. 10: 12pm-5pm  
Saturday, Oct. 11: 9am-5pm  
Sunday, Oct. 12: 10am-3pm

## SET UP TIMES:

Thursday, Oct. 9: 8am-6pm  
Friday, Oct. 10: 8am-6pm

## VEHICLE ACCESS BEFORE FESTIVAL HOURS:

Saturday, Oct. 11: 5am-8:30am  
Sunday, Oct. 12: 5am-9:30am  
(vehicles in the festival area outside  
these times are subject to tow)

**General Information** - The Keosauqua Fall Festival is held annually, the second full weekend in October coinciding with the Villages of Van Buren Scenic Drive Festival. Show hours are Friday the 10<sup>th</sup>, 12pm – 5pm (optional), Saturday the 11<sup>th</sup>, 9am - 5pm, and Sunday the 12<sup>th</sup>, 10am - 3pm. Vendors must be open and staffed Saturday and Sunday, the entire time. If you choose to be open on Friday, you are expected to be open and staffed all three days. No weather guarantees or refunds. There will be a limited number of vendors allowed per product type.

**Application Deadline** - The guaranteed placement application deadline is September 1, 2025. To be considered for the EARLY BIRD discount (\$10) you must submit your application prior to July 1, 2025.

**Festival Set Up Schedule** - Thursday, October 9<sup>th</sup> 8am - 6pm & Friday, October 10<sup>th</sup> 8am - 6pm. All vendors **must check in** before setting up. A representative of Engage Keosauqua will be at the Hotel Manning to check you in and show you to your spot. ALL SPOTS ARE ASSIGNED. No returning vendors will be guaranteed the spot they have had previous years. Vendors are responsible for providing their own tent, extension cords, tables and chairs. Vendor spots will be set up in rows, side by side and back-to-back with some on pavement.

**Cancellations** - Cancellations up to two weeks prior to the festival will be refunded, less a 25% administrative fee. Canceling within two weeks prior to Festival, for any reason, will result in the forfeiture of your fee.

**Permits** - Vendors are responsible for obtaining the appropriate permits from local authorities for their operation. An Iowa Sales Tax Number must be provided on the attached application; if you don't have a Sales Tax number, one must be obtained at [https://govconnect.iowa.gov/tap/\\_/#1](https://govconnect.iowa.gov/tap/_/#1). If a vendor is exempted for any reason that must be stated on the application. All food vendors must display current food permit from the Iowa Department of Inspections and Appeals.

**Vendor Access** - Vendors will be allowed to utilize vehicles to move equipment and goods to the site **only before and after festival hours**. **There is only one approved entrance and exit.** Vendors MUST use the route in and out of the festival area provided by the committed before the start of the festival. Vehicles MUST be off the street before the festival begins. Vehicles will not be allowed into the festival area during the festival's hours, or they are **subject to tow**. Parking will be available at 202 Cass St. and other areas outside of the festival area.

**Trash** - Vendors must dispose of all trash in the dumpsters provided for the festival, not in the trash cans in the park. Vendors are expected to clean up their area regularly during the festival and thoroughly at the close of the festival.

**Sub-letting** - Transfer or subletting of booth space is not allowed. All products and/or services offered for sale during this festival must be the same products and/or services approved on the application.

**Liability and Indemnification** - The vendor agrees to hold harmless the City of Keosauqua & Engage Keosauqua and to assume all liability for damage and/or injury, including death, to property or persons arising from accidents or other causes incidental to the vendors' participation in the festival and hereby releases the City of Keosauqua and Engage Keosauqua from any liability whatsoever.

*We reserve the right to dismiss any vendor at any time, without refund, due to inappropriate behavior or neglect of rules and regulations.*

# VENDOR APPLICATION FORM



OCTOBER  
10, 11, 12  
2025

Business Name:		
Contact Person:	First Name	Last Name
Address:		
City:	State:	Zip:
Cell Phone:		
Email:		
Iowa Sales Tax ID:		
<input type="checkbox"/> I will be open Friday 12pm-5pm	<input type="checkbox"/> I agree to be open Saturday 9am-5pm & Sunday 10am-3pm	

## CHECK THE TYPE OF SPACE NEEDED:

<input type="checkbox"/>	\$85	1 – 10x10 Tent	
<input type="checkbox"/>	\$25	Additional 10x10 space(s)	Amount needed:
<input type="checkbox"/>	\$15	Electricity	
<input type="checkbox"/>	\$125	10x30 Trailer	
<input type="checkbox"/>	\$150	Food Vendor	
<input type="checkbox"/>	\$-10	Early Bird Rate (submitted before July 1)	
Total Owed:			

## PAYMENT NOTICE

Payment by personal check or money order must be received when the application is submitted.  
Additional fees may apply if signing up after October 1, 2025.

## MAKE CHECKS PAYABLE TO:

Engage Keosauqua, P.O. Box 313, Keosauqua, IA 52565

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*By signing above, you have agreed to the Festival Information and Rules provided in the first page.  
(please note changes in Vendor Access, General Information, and Festival Set Up Schedule)*

In the space below, please provide a description of the product you will be selling. If you are a food vendor, please provide a detailed menu. You may attach a sheet of paper if necessary.

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## OFFICE USE ONLY

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Pmt Mthd: \_\_\_\_\_ Check #: \_\_\_\_\_