



OTTUMWA WINTERFEST VENDOR FORM

Southeast Iowa Sports Center
Saturday, December 20 & Sunday, December 21, 10am-9pm

Set up at 8am on Saturday and facility will be locked overnight.

Completed form & Payment must be submitted by December 1, 2025.

ORGANIZATION DETAILS

NAME _____

PHONE # _____

EMAIL _____

ADDRESS _____
CITY/STATE/ZIP _____

TAX ID # _____

BRIEF DESCRIPTION OF ORGANIZATION AND ACCOMMODATIONS IF NEEDED

REQUESTED SPACE INFORMATION (10'X10' SPACES)

QTY. _____

COST _____

PAYMENT TYPE

- ☐ INVOICE
- ☐ CASH
- ☐ CHECK # _____ *
- ☐ CREDIT CARD**

SIGNATURE & DATE

*Payable to: Greater Ottumwa Partners in Progress
**4% service charge to credit/debit transactions.
Please call 641-682-3465 to pay by card

IMPORTANT NOTES

Greater Ottumwa Partners in Progress is providing a transient vendor license. Prices are for both days.
\$25 NON PROFITS 10'x 10' space
\$50 FOR PROFITS 10'x 10' space
\$100 FOOD TRUCKS/VENDORS, space sizes must be discussed with event coordinators.
MUST SUPPLY FOOD LICENSE & TID#

- Festival will be held indoors
- Tables are not provided, vendors are encouraged to bring their own.
- Vendors are responsible for maintaining their own area, including trash pickup.
- Electricity is available on a first come, first served basis. Please let us know in advance.
- Please sign & make copies of this form.
- Insurance Certificates & Food Vendor Permits are required.
- Email cyan@ottumwaiowa.com for extra space