

Waukon RAGBRAI 2022 Vendor Application

Information

Fees: There will be a \$250 fee for commercial non-local vendors and a \$100 fee for local or non-profit vendors. Non-profit vendors will need to provide a copy of your 501(c) 3 status. Applications, proof of Liability Insurance and check will need to be received no later than June 15th. Applications received after this date will be subjected to a \$50 late fee.

Electrical Service: The fee for electrical service will be \$50 for commercial vendors and \$25 for non-profit vendors. Additional fees may apply if more than basic electrical needs are requested.

Location: The RAGBRAI committee will designate where you are located. Each vendor will have a space of 10 x 20. There will be an additional \$50 for more space.

Food Safety: A Temporary Food Service Establishment License Application will need to be completed and sent to Iowa Department of Appeals no later than June 15th. All vendors will be checked on July 30.

Clean Up: All vendors will need to clean up their area before leaving.

Signage: All vendors are responsible for their own signs at their booth. Vendors are not permitted to use the name RAGBRAI on their signs. It is recommended that signs be placed above the height of the average person so they can be easily viewed. It is encouraged to have easy to read signs that list menu items and prices and to put up a sign when you run out of food.

Additional information: You will be notified of approval by email or phone call. The RAGBRAI committee reserves the right to deny any application. Funds will be returned to vendor if they are denied. There will be no refunds given due to weather. It is recommended to take time to plan how much you intend to serve and that you plan to sell all the food you prepare. We hope this event is successful for you and the whole community.

Vendors will need to be set up by 10 AM and shut down by 2:30 PM.

Shutdown is regulated by RAGBRAI.

Return completed forms and payment by June 15, 2022 to:

City of Waukon
Attn: City Clerk
101 Allamakee St.
Waukon, IA 52172

Make checks payable to City of Waukon. Contact Sarah Snitker with any questions, 563-568-3491 ext. 3 or cityclerk@cityofwaukon.com.

Your application will not be processed unless the form is completely filled out, the fee is enclosed and a copy of your proof of liability insurance coverage is enclosed.

WAUKON VENDOR APPLICATION

Booth Space is 10' x 20' (an additional 10 x 10 may be purchased for \$50)

Please check which type of vendor you are and if you will need electricity:

- Local or Non-Profit fee \$100 Electricity: Non-profit fee \$25, Commercial fee \$50
- Commercial Non-Local fee \$250

Business or Organization name: _____

Contact Person: _____

Mailing Address: _____

Phone Number/Email: _____

Sales Tax Permit # or Fed ID # or Social Security #: _____

Products or Service: List the type of item (food, beverage, other) that you would like to sell. If you plan to serve a meal, please attach a menu and prices (if determined) on a separate sheet.

List any hazardous materials that will be at your site (gasoline, propane, cleaning materials, etc.)

Complete the below information if you need electrical service:

List the Voltage: _____ Watts/Amps _____

If you don't know the power consumption of your equipment, please list them below:

	Quantity
Coffee Maker	_____
Roasters	_____
Crock Pots	_____
Lighting	_____
Other _____	_____
Other _____	_____
Other _____	_____

We may need to restrict how much power is available depending on total loads.

List any additional information we might need to know:

Thank you for your interest in being a Vendor in Waukon.