

VENDOR APPLICATION- RAGBRAI-DONNELSON, IA

Any person(s) planning to sell anything within city limits during Ragbrai must complete an application!

Donnellson is the “meeting town” for Ragbrai on Saturday 7/27/19. As a “meeting town” we expect to see a high volume of support vehicle attendees congregating at our event waiting to meet their riders. Our town event will take place at the Lee County Fair Grounds. Vendor set up will be the evening of Friday 7/26/19 and service will begin early morning 7/27/19 through 2:30 pm this date. **Our committee will assign your vendor space and can accept or decline vendors based on our discretion.** As applications are received and reviewed you will be contacted. If accepted, your official space will be assigned & reserved on a first come first serve basis pending payment, insurance, and food service licensing verification. Once you are notified to be an accepted vendor you will need to *issue payment to the Lee County Fair* to secure your spot and then provide a copy of your food license and proof of liability insurance in the amount of one million dollars PRIOR TO 6/1/19. Space will be limited and we encourage you to proceed with the process timely. Late requests may not be honored as official event maps must be presented to Ragbrai timely. Late submittals of insurance and food service licensing will result in a forfeit of your pre-payment. There will be no exceptions allowed to the insurance and licensing requirements. *All* accepted vendors will be assigned space at the fairgrounds which is the heart of our town event, unless requested otherwise. *All* accepted food vendors must provide an official menu prior to 6/1/19 and vendors will be advertised by our committee. In July we will contact all vendors regarding set up, parking, signage, etc.

ORGANIZATION NAME: _____ Profit Non-Profit

FOOD & NON-FOOD VENDORS-FAIRGROUNDS MAIN EVENT LOCATION:

- \$400 For Profit - 10 x 20 space (all trailers, tents & booth items must fit within this space)
 - \$100 refund** for profit organizations after successful vendor space clean up inspection
- \$300 Non-Profit - 10 x 20 space (all trailers, tents & booth items must fit within this space)
 - \$250 refund** if your non-profit organization provides 5 people for event cleanup after event
- \$100 Extra 10 x 10 add on space
- \$50 Electricity

If electricity is needed, how many watts? _____. List the items requiring electricity (coffee pot, crock pot, roaster, fryer, lighting, etc). All spaces are limited to 120-volt regular current. Electrical spots limited (payment secures electrical spot). _____

CITY LIMIT SET UP NOT AT THE FAIRGROUNDS MAIN EVENT LOCATION: (Due to regulations and safety this is not preferred)

- \$400 Within city limit property owner(s) selling For Profit
 - Per ordinance, location must be approved by committee. *For profit vendors not owning property* within city limits *will NOT be* allowed outside of the Fairgrounds. Insurance & food license requirements still apply.
 - \$100 for profit** refund after successful clean up inspection of designated location
- \$300 Non-Profit electing *not* to set up at the Fairgrounds but *is on* property within city limits
 - Per ordinance, location must be disclosed and approved by committee. Insurance & food service license requirements still apply.
 - \$250 refund** if your non-profit organization provides 5 people for event cleanup after city event

****Vendor questions: Kimberly Westfall 319-350-2388 or donnellsonragbrai@gmail.com****

Health Department questions & License: www.leecountyhd.org. Environmental, Food/Lodging tab

Organization Name: _____

Contact Person(s): _____

Mailing Address: _____

Phone #: _____

Email address: _____

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

Products or Service: Please list the item(s) you would like to sell and approximate prices. Due to the #of people expected in a shortened period, we ask that you limit your food/beverage items and consider specializing in a few items that you can prepare in quantity and sell quickly.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

How many people do you plan to be prepared to serve? _____

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

_____	_____
_____	_____
_____	_____
_____	_____

Applicant Signature: _____ Date: _____

Committee Review Decision: Accepted pending payment, date _____ Denied, date _____

Prepayment Amount Due: _____ (remember your payment secures your official space and is on a first come basis)

Prepayment Date Received: _____, Check #: _____ Eligible Refund amount: _____

Date formal menu and/or items to be sold received (Required by 6/1/19): _____

Date Liability Insurance verification received (Required by 6/1/19): _____

Date Food Service License verification Received (Required by 6/1/19): _____

Final Committee Agreement Signature of compliant Vendor: _____ Date: _____

***** ALL CHECKS PAYABLE to Lee County Fair and MAILED to Kimberly Westfall 2863 Hwy 218 Montrose, IA 52639*****