

## **Stanton RAGBRAI Vendor Application**

Thank you for expressing interest as a vendor for Ragbrai. RAGBRAI will be coming to Stanton on Monday, July 20, 2009.

Please note the content of this information packet:

### **FOOD AND ELECTRICAL SPECIFICATIONS**

- Food Items/Vendor Items List and Electrical Request

### **HEALTH DEPARTMENT**

- Health Code Requirements for Operation
- Western Iowa Regional Inspections Application for Temporary Food Establishment License

### **SALES TAX PERMIT**

- Iowa Temporary Sales Tax Return

### **THE PROCESS**

Any organization or business wishing to be a food vendor/vendor for Stanton RAGBRAI celebrations must first submit the "Food Vendor/Non Food Vendor Items List and Electrical Request" form, along with the applicable vendor fee, and proof of insurance. This is due no later than June 12, 2009. A late fee of \$50 will be assessed to all vendors approved after the deadline. No vendors will be approved after July 1, 2009. If your application is approved, you must then contact the Western Iowa Regional Inspections Office to determine if you need a temporary county license. This information is below:

#### **The Basic Application Process:**

- Submit the "Food Items List/Vendor Items List and Electrical Request" document
- Submit payment for Ragbrai permit
- Attend required Western Iowa Regional Inspection meeting on **May 20, 2009**
- Food Vendor/Non Food Vendor Committee will contact you after June 12, 2009

According to RAGBRAI officials, most of the riders and other participants will plan where to eat. Therefore, all approved vendors will be listed on the food vendor/non vendor map in the official publicity tabloid.

### **INSURANCE**

All vendors will be required to show proof of liability insurance. A copy of the insurance policy must be on file with the Stanton Ragbrai Committee. The mailing address is listed below:

### **FOOD SAFETY MEETING**

There will be a Food Safety Meeting for all Food Vendors to ensure the safety of the public. The food vending/non food vending committee wants this to be a great event for Stanton. The committee will be monitoring all food vendors. If they find a group or

organization set up selling food that has not met the requirements, they will be shut down. We believe everyone can win, but only if there is good communication and everyone works together. This meeting will be Wednesday, May 20<sup>th</sup> at 6:30 p.m. at the Stanton Community Center.

### **FEES**

The vendor fees are as follows as adopted by the Stanton City Council as Ordinance (approved May 11, 2009). Local \$100 and Non-Local \$500. After June 12, 2009- \$50 late charge. No vendor accepted after July 1, 2009.

With the vendor fee, vendors will receive a listing in the information tabloid available to RAGBRAI participants.

### **ACCEPTANCE**

The vendor committee reserves the right to deny any application based on need, space, availability, and/or vendor intent.

Vendors will pay their fee for RAGBRAI Permit to Stanton Ragbrai Committee, PO Box 291, Stanton Iowa 51573 (Attn: Mike Burke)

### **HEALTH DEPARTMENT PERMIT OR LICENCE**

Your menu will determine if a permit/license is needed.

Anything other than prepackaged ready to eat foods, including canned and bottled items from a food processor will require a Temporary Food Stand Permit.

Licensed Mobile Food Units will not require a Temporary Food Service Permit from the Western Iowa Regional Inspections Department if they remain open for business on their own property.

Licensed Food Establishments will not need to pay a license fee with Western Iowa Regional Inspections Committee if they remain open for business on their own property.

### **THE COST FOR A TEMPORARY FOOD STAND PERMITE IS \$33.50**

Food Vendors will pay their fees for a Health Department Permit/License to:

Western Iowa Regional Inspections  
1411 Industrial Parkway  
Harlan IA 51537

Or you may contact them at 712-755-2609 with any questions regarding the Temporary Food Stand Permit.

Each food vendor/non food vendor must have a 15"x22" Ragbrai permit hanging visibly within the booth.

### **SALES TAX**

An Iowa Temporary Sales Tax Return needs to be completed and returned to the address listed on the form. The form is included with the application packet.

## **BOOTH SET UP**

According to RAGBRAI officials, the route officially opens at 6 am and riders will travel at an average of 10mph. That will put the majority of cyclists into Stanton around 6:45am – 9:45am. However, you are the first town, on what may be the most difficult day of the route. Therefore, you can expect to see cyclists before 6am with larger numbers starting around 6 and increasing as you approach the 7 o'clock hour. The wild card in this day is the weather. The times listed are based on an average Iowa day in July. The local health inspector will schedule a time for the inspection and you will be notified the time.

## **HOURS OF OPERATION**

All bikers and participants have to be out of Stanton at Noon.

ICE will be readily available in the food vendor area. When setting up, please make a note of where the ice is located.

## **PRICING**

It will be up to each group to set their own prices. Our committee will be happy to assist you in making recommendations on prices. All registered RAGBRAI participants will have a wristband. We recommend a lesser price to be charged to RAGBRAI participants with a wristband and to everyone wearing an official RAGBRAI shirt.

## **CLEAN UP**

We require that all vendors clean up their areas before they leave. Trash cans will be provided to help. If everyone pitches in and helps, the clean-up will go very smoothly. We recommend that each vendor schedule a clean-up crew to help clean up their area. All vendors must have their booths cleaned and removed by 3 p.m. on Monday, July 20, 2009 unless prior arrangements have been made with the Vendor Committee.

Please direct any questions regarding this application process to the Mike Burke at [stantonragbrai@myfmtc.com](mailto:stantonragbrai@myfmtc.com) or 370-5468.

**WE LOOK FORWARD TO WORKING WITH YOU AS WE WELCOME  
RAGBRAI TO STANTON AND LET FUN, NOT GREED, BE YOUR  
MOTIVATOR!**

## VENDOR APPLICATION

### Stanton RAGBRAI Vendor Application

Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone # \_\_\_\_\_  
Fax# \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
Web: \_\_\_\_\_  
Sales Tax Permit # or FED ID# or Social Sec #: \_\_\_\_\_

#### PRODUCTS OR SERVICE:

Type of item (food, beverage or other) that your organization would like to sell. Please list your choices and approximate prices. If you plan to serve a meal, attach a menu and prices that you plan to serve on a separate sheet.

How many people to you plan to serve? \_\_\_\_\_

Describe the items that you plan to serve? \_\_\_\_\_  
\_\_\_\_\_

Describe the event/activity you plan to have:  
\_\_\_\_\_  
\_\_\_\_\_

What hours to you plan to be open? \_\_\_\_\_

Do you need electricity? \_\_\_NO \_\_\_ YES

Vendors are responsible for supplying their own heavy duty extension cords.

If you do not know the power consumption of all your equipment, list them below:

Item	Quantity	Item	Quantity
Coffee Maker (sm)	_____	Coffee Maker (lg)	_____
Pop dispenser (watts _____)	_____	Roasters	_____
Crock pots	_____	Frying Pans	_____
Other	_____	Other	_____
Other	_____	Other	_____

Approximately how much space will you need? (Space is limited.) \_\_\_\_\_

Will you be on your own property? \_\_\_N \_\_\_ Y

List any preference of location. \_\_\_\_\_

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

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Applications are due by June 12

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

Return your application to: Stanton RAGBRAI Committee, Attn: Mike Burke, PO Box 291, Stanton Iowa 51573

FEES

**Local - \$100**

**Non Local \$500**

**After June 12, 2009 - \$50 late charge**

**No applications accepted after July 1, 2009**