

FOOD & VENDOR COMMITTEE

Meet with RAGBRAI Staff

West 2/28 & 3/1

East March 21/22

Vending Area Walk-through

West & East May 21/22

Chairperson's Role & Responsibilities

Advice from previous committee chairpersons of RAGBRAI overnight towns varies, but the top recommendation from all is to read the chapter pertaining to your committee. Familiarize yourself and your Co-chair (if you have one) with all the duties and responsibilities discussed in the handbook. Then educate your volunteers and co-workers about the content in your chapter. Reading the entire book is also recommended to eliminate duplication of effort among committees. Set up a budget immediately and establish a game plan. Then develop a timeline with specific completion dates for critical steps.

Keep these points in mind when conducting committee meetings:

- Have an agenda
- Keep meetings short, no longer than one hour
- Take minutes at each meeting
- Ask your Co-chair to attend
- Prepare for contingencies "What if?"

These are the overall responsibilities of a committee chairperson. And above all else-

**DON'T LET GREED BE THE MOTIVATOR.
YOU SHOULD GET ALL AGREEMENTS IN
WRITING. A COPY OF ALL AGREEMENTS
SHOULD BE FORWARDED TO THE
TREASURER.**

The task of the Food & Vendor Committee is to coordinate all vendors throughout your community and plan to feed over 15,000 visitors to your town during RAGBRAI. It is no small task.

This chapter will discuss determining vending fees, vendor requirements, hours, number of meals, what to serve, pricing and location of the food and vendor stands.

You will also receive a Food Survey Booklet that goes into great detail on foods riders enjoy and describes their eating habits. An electronic version of the Food Survey is available online and can be shared with your food vendors.

Getting Started

The first thing you should do as the Food & Vendor Committee is to search the Iowa Department of Inspection and Appeals web site at dia.iowa.gov to see who is in charge of inspections in your specific area. Your next step would be to contact that local inspector and discover the local rules, regulations and procedures that you and your committee will have to follow.

If you are the Food & Vendor Committee Chair but are not in the food service industry, try to have a Co-chair who has a working knowledge of the industry. The Food & Vendor Committee should be made up of representatives of churches and non-profit civic groups, as well as local food establishment owners/managers who are knowledgeable of state health laws, tax laws, vending license laws and safe food handling procedures.

This committee acts as the clearinghouse for churches, civic groups, fraternal organizations and local establishments that want to serve food.



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RAGBRAI does not receive any funds from vendors' fees, nor does The Register make any decisions regarding who is accepted or not accepted as a vendor in the overnight towns or in the pass-through towns.



There are absolutely NO official food vendors that travel with RAGBRAI. Do not let anyone tell you anything different. Your committee is solely responsible for determining who is accepted or denied as a vendor in your community. A local resolution or ordinance will give you the backing that you need to enforce this.

The Executive Committee of the host town is responsible for setting the vending fees based on the overall budget for the town. The income from vendor fees is used by the local committees to underwrite costs for such expenses as portable toilets, additional law enforcement personnel, and sanitation costs, etc.

As soon as the route is announced in January, RAGBRAI office in Des Moines begins receiving phone calls and e-mails from people all over the state (and outside the state) who want to be vendors. All contacts and phone calls are directed to the Chair of the Food & Vendor Committee through the Web site link to your town's home page from RAGBRAI's home page at www.ragbrai.com.

Although your local committee may not have set the vending fees yet, one of the first things you have to do for your own sanity is get the Vendor Application Form on your Web site and respond to inquires by sending a Vendor Application. (A sample Vendor Application Form is located at the end of this section.) You can explain on the application that vendors chosen by the committee will be assessed a vending fee with those fees being determined by early to mid-March.

Benefitting Local Groups

We would not have selected your community if we did not feel you have everything to take care of the needs of the participants of RAGBRAI. Your community has plenty of non-profit groups such as Boy Scouts, Jaycees, Knights of Columbus, 4H, various churches and school groups that typically do very well selling food during RAGBRAI. The Food and Vendor Committee must decide on criteria to determine who can vend the day of RAGBRAI.

Most towns set a nominal fee for Non-Profits and a higher fee for For-Profit Businesses. You set the vending fees for your town. **By Iowa Code, you can't charge a higher fee for Food Vendors than Non-Food Vendors or charge out-of-town or out-of-state vendors more than locals.**

Some towns have had great success obtaining non-food vendors while others have struggled. Waukee had over 40 non-food vendors in 2006.



City Resolutions/Ordinances

The RAGBRAI Executive Committee should begin work to draft special city resolutions or ordinances. This is imperative to keep the integrity of your official paying vendors while giving you some power to keep away the non-paying, unofficial renegade vendors. These ordinances or resolutions take time to be passed by your city council, so start early.

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There are very few official vendors that travel with RAGBRAI and we will inform you of them. These few RAGBRAI-sanctioned vendors that travel with RAGBRAI will be discussed in detail so you know what to expect. Do not let any other vendors tell you anything different. Your committee is solely responsible for determining who is accepted or denied as a vendor in your community. A local resolution or ordinance will give you the backing that you need to enforce this.



A good rule of thumb is to think in terms as a normal day in your community compared to the day RAGBRAI comes to town. Does the business or organization conduct business in that fashion 365 days a year, or is the business trying to capitalize on RAGBRAI?

A good example is a gas station that sells gas at their pumps and snacks and drinks inside their store. They operate in this fashion every day. They typically do not rent a tent, grill hamburgers in their parking lot and having bands. Since they typically don't operate like this, they should be required to purchase a vending permit for the day of RAGBRAI if they wish to expand their business.

The same can be said of restaurants on your town square. Do they normally set up tables and chairs on the sidewalk or in the alleyway? Some restaurants have a permanent deck or fenced in area in which visitors can typically eat in these areas.

Those establishments that have permanent structures should be allowed to operate without additional permits. The ones that are expanding just to capitalize on RAGBRAI should be required to pay for the extra permitting. You can set a separate fee for expanding business practices in your community. Be sure to publicize this well throughout the community so it doesn't come as a surprise.

Vendor Fees in 2018

Town/ Vendors	Non-Profit Fees	For-Profit Fees
Onawa	\$300 at Expo \$100+/electricity	\$800 at Expo \$100+/electricity
Denison	\$300 \$50/electricity	\$750 \$75-125/electricity
Jefferson	\$250 \$50+/electricity	\$750 \$50+/electricity
Ames	\$350 \$100+/electricity	\$750 \$100+/electricity
Newton	\$350 \$100+/electricity	\$750 \$100+/electricity
Sigourney	\$800 No electricity	\$200 No electricity
Iowa City	\$500 \$125+/electricity	\$250 \$125+/electricity
Davenport	Vendors part of Street Fest	Vendors part of Street Fest

Most towns charge extra for additional services beyond the vending space. Booth charges in last year's host towns ranged from \$200 for a non-profit booth (plus up to \$125 for electricity) to \$800 for a for-profit food booth. Most felt \$800 was too high afterwards and that \$700-\$750 seemed about right.

One town offered half off a second vending set up, encouraging a second booth in the campgrounds. Some vendors set up in downtown as well as the campground, with the second set up half the cost.



Most communities charged a late fee of \$100 or more for vendors after the June 1 deadline. They claimed they received most of the interested vendors prior to the deadline so they would have a good idea what to plan for 50 days out from RAGBRAI.

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We suggest that you have a few food vendors in the main campground. Most campground vendors have had success selling “football game concession stand” menus (water, Gatorades, walking tacos, burgers, etc.). The vending location decision should be the choice of the vendor, not the committee.

Vendor Requirements

Your jurisdiction as the Food & Vendor Committee extends to the city limits. At the end of this section can be found a Vendor Requirements Checklist (FD) that you can use to track whether your vendors meet your basic requirements. Those vendors setting up inside city limits without proper permission may be asked to leave by city officials if you have passed an ordinance or resolution.

Vendor Fees Paid

Vendor fees, which may or may not include a clean up deposit or charges for additional services. Most towns charged a \$50 to \$100 refundable deposit.

Iowa Sales Tax Permit

Vendors with for-profit companies must obtain an Iowa Sales Tax Permit. For information about obtaining an Iowa Sales Tax Permit, contact the Iowa Department of Revenue and Finance.



Temporary Sales Tax Permits

If a vendor does not have a sales tax permit, then direct them to the Iowa Department of Revenue for the online forms. Your community is responsible for submitting a vendor report at the end of the event.

Temporary or Transient Food Service License

All for-profit vendors selling food must obtain either a Temporary or Transient Food Service License issued by the State of Iowa. Non-profit, civic and fraternal organizations are exempt from the licensing requirements if they serve no more than one calendar day per week, with no consecutive days.

Contact the Department of Inspections and Appeals at for information about obtaining food service licenses.

Proof of Liability Insurance

All vendors should show proof of liability insurance that is at the amount of total coverage that your city requested.



Inspections by the County Extension

While issuing the temporary food service permit is a state function, enforcement and maintaining health standards are the responsibility of the local county extension officials or other area health officials.

At the end of this section is a good information sheet from the Iowa Department of Inspections and Appeals. You will need to check with the county extension officials as to whether they will be charging an inspection fee.

Sales of Alcohol

Any vendor wishing to sell alcohol must meet state standards. For information about selling alcohol, contact the Licensing Division at the Iowa State Alcohol and Beverage Division visit iowaabd.com. The Iowa ABD has a deadline for issuing permits.

Preparing the Vendors

In order to properly prepare for a successful event, the Food & Vendor Committee should have a game plan for the anticipated needs of the vendors. The vendors should be informed as to what is required of the vendors and what services will be provided by the committee.

Food Vendor Informational Meeting

Nearly all Food Vendor Committees make it a requirement that all vendors attend an informational meeting. Sometimes county officials use this meeting for a Food Safety Certification class, but this is up to the county officials.

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The primary function of the meeting is to assure that all vendors receive information about:

- Local rules and regulations
- The number of meals
- What to serve
- Pricing
- Electrical capabilities and fees
- Services that will be available (Ice, Change, etc.)
- Times for set-up, inspections and tear-down
- Parking for vending vehicles
- Trash & Recycling



Before your next vendor meeting, all vendors should have submitted their vendor fees and provided proof of insurance that meets the level of coverage desired by your local officials.

We encourage you to invite the local food inspector to attend the second vendor meeting to address the local rules and regulations and answers questions pertaining to these matters.

Official Poster and Permit Displayed

Each vendor that has been approved by the Food & Vendor Committee should be issued a permit to display. At the May 30 workshop meeting for the Executive Committee, the Co-chairs will receive several posters stating, OFFICIAL FOOD VENDOR to be displayed. Material RAGBRAI sends to the riders encourages them to only patronize vendors who display an "OFFICIAL" poster.

Electrical Needs

When full meals are served, sufficient wattage and proper extension cords to handle electric roasters, fry pans, coffee pots, etc. must be available if the vendor does not use their own generator. The Electrical Committee should provide forms for your vendors to complete.

Ice

One important vendor item is ice. This is a good money-making project for your committee. Besides churches, etc. that may purchase ice, support vehicle drivers will purchase ice shortly after they arrive in town beginning at 6:00 a.m.

Many communities have lined up a refrigerated truck full of bags of ice through their local grocery store. They purchased only the ice that was sold off the truck. Be sure to have a written agreement that allows you to return unsold ice.

In Storm Lake in 2015, a grocer brought in a truck for all of their ice needs (campgrounds, vendors, beer tent, etc.) The store brought in 26 pallets (each pallet held 50 bags of ice) and the committee sold about half. They took back what pallets didn't get sold as the committee kept the refrigerated trailer on until they came to pick it up. Storm Lake used approximately 15,000 lbs. of ice just for their committees.

To give you an idea of how you can anticipate consumption, we've gathered the following information:

- One case of soda, beer, etc., will require 10 pounds of ice if it is pre-cooled to 65 degrees; add 5 pounds if it's warmer. Layer the plastic bottles with ice.
- Including ice made by local restaurants, convenience stores, etc., it's estimated that about 20,000-30,000 pounds of ice will be used in an overnight town.
- Conditions can exist that would reduce your ice consumption. When purchasing ice, make sure you can return any unused ice.
- Clubs and Team will purchase ice, if available.

You should be prepared to provide ice to the following committees and areas:

Downtown for:

Vendors, Beverage Garden & Medical

Campgrounds for:

Support Vehicle Drivers & Medical

Hours of Operation

As mentioned in the introduction to this handbook, it is impossible to give an exact time when the majority of riders will arrive. Activities in pass-through towns, hot and humid weather, hills or headwinds can slow the riders.

Local food establishments have reported that they can handle lunches and some have reported that

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they had little noon lunch sales. Past experience shows the majority of riders doesn't actually get into town and begin eating dinner until after 4:00 p.m. Most churches/vendors report that they start serving around 4:30 p.m. and are usually sold out by 8:00 p.m. Local restaurants have reported that they were deluged with customers around 5:00 p.m. staying busy through the night. People were still eating at 11:00 p.m. We advise that several vendors should remain open until at least 10:00 p.m. What ever hours vendors set, they should stick with them and not open or close earlier unless they run out of food.



Number of Meals

The committee should plan to serve about 15,000 meals in their community. Preparing enough - but not too much - food when hosting RAGBRAI takes much planning and cooperation by all food vendors.

Each vendor should set the number of meals, sandwiches, etc., that he/she intends to serve. For those vendors with little experience in determining how many meals they can serve, food suppliers can be a great resource to help them calculate how much is needed per serving.

A rule of thumb for inexperienced vendors, such as church groups or non-profit organizations, to figure out how many meals they can serve is:

1. Determine how many hours you'll be serving. For example, from 4:30-8:30 p.m. = 4 hours serving time.
2. Know how many people you can seat at once, i.e. 150.
3. Figure out how much time it will take for a guest to get served and eat, i.e. 45 minutes. Riders will stay longer if the area is air-conditioned. Using the above scenario, the church could plan to serve 750 - 800 people during this four-hour block of prime time.

A good rule of thumb is to plan one food or beverage line for every 100 people you plan to serve. A big challenge is not to let the service organizations get too greedy. Some organizations in the past tried to serve 2,000 meals when, in reality, they should have prepared to serve 1,000. Un-served meals can take a serious bite into the organization's profits and could turn a lucrative situation into a loss.

Restaurants are encouraged to create a special menu just for riders by offering combination buys or foods that they don't regularly sell but might be appealing to RAGBRAIers. One reason is that if they sell from a fixed menu, the restaurant will be able to serve more people in a shorter amount of time.

If your community has several restaurants that will be serving meals to participants, you can reduce the number of planned meals from 15,000 as some of these visitors will eat at the restaurants.

We have also seen many teams will do a cookout at their host's home a day or two during the week and do not come downtown to eat a meal. This will reduce the number of meals needed as well.



What If Factor

Vendors should be advised to be cautious in their projections because of the "What If" factor. What if a vendor plans to sell nothing but homemade ice cream, and it becomes rainy and cold. Few people are going to want to eat ice cream.

It is extremely important that vendors not panic and increase the number of meals they plan to serve at the last minute. Every community that reported they increased the number also reported they had a lot of food left over and didn't make as much money as they had projected. If it is a church stand or other non-profit organization, local members will sometimes purchase the leftover food. **It's always better to run out than to have leftovers and lose money.**

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Many vendors will make prior arrangements with a supplier to allow them to return unopened supplies. Some suppliers will also furnish more as needed, so it's worth it for vendors to be encouraged to contact their suppliers early in the planning process. **Get these arrangements in writing.**

What to Serve

The RAGBRAI Staff will provide you, during the Committee Meeting, with the results of a recent survey on the food preferences of RAGBRAI riders. You may wish to contact chairs from towns that hosted the ride last year and find out what types of foods they ran out of, or what kinds of foods were not eaten by riders. While realizing that some food is a personal preference, you might also seek the advice of some local residents who have ridden RAGBRAI in the past. Foods high in carbohydrates - such as baked potatoes, pasta salads, spaghetti, and lasagna - are a must during RAGBRAI. One town's vendor list is listed at the end of this section.

THE "TOP 10" RAGBRAI DINNER FOODS

1. Lasagna with Meat
2. Spaghetti with Meat
3. Pizza
4. BBQ
5. Grilled Chicken
6. Walking Tacos
7. Baked Potato
8. Steak Sandwich
9. Turkey & Noodles/Beef & Noodles
10. Mexican Foods

According to our surveys, five percent of the participants are strict vegetarians. One percent require a Gluten-free diet.

But, many participants may choose to eat vegetarian fares. Vegetarian lasagna and other meatless dishes should be offered and heavily advertised so riders are aware they're available. Most towns last year indicated that many people requested vegetarian meals and that they wished they prepared more to accommodate those requests.

Homemade desserts such as pies, ice cream, cakes and bars are always a hit. Pies are popular, especially the unique ones such as rhubarb and crème pies. We asked the Iowa Department of Inspections specifically for their regulations on cream pies. In response, they indicated that meringue and cream pies could be offered by organizations when they are properly refrigerated at 41°F or below.

Ethnic foods seem to sell well, as riders appreciate a wide variety of foods to sample as they pedal across

the state. When your community has a reputation for certain ethnic foods, riders are expecting to savor those foods.

Not all RAGBRAI participants drink beer or pop; many prefer fruit drinks, iced tea, coffee, espresso, lemonade, milk or water. If the weather is very hot, there will be a big demand for ice, so have plenty on hand at all food vendor sites. Or if it turns cool and damp, you should have lots of hot tea, coffee and hot chocolate available.



What not to serve

Go light on ham, brats, hot dogs and hamburgers because the riders are served those foods in pass-through towns during the day and often want a full meal at night. In past years, some overnight communities had vendors trying to sell fruit (e.g. apples, bananas, etc.) and Gatorade in the evening. This is not a good idea because these are the types of foods that riders want during the day to refuel while they are riding.

Pricing

The Food & Vendor Committee should not set prices, however, it is your role to make sure that prices are set reasonably and that no vendors are trying to raise their prices just because riders are in town. **Riders will not fondly remember your town if they feel they have been gouged.**

Churches and non-profit organizations can more easily make a profit because their labor is volunteered and some of the food is usually donated. Thus you would be wise to compare their pricing against vendors who have to pay staff. Examples: Bratwurst prices range from \$1.25 to \$1.75, but everyone would do well at \$1.50. Church can reasonably charge \$8 for a lasagna meal, which the riders feel is fair. Talk to RAGBRAI riders from your community before setting the prices.

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Wristband Discounts

We're trying to get the word out that we don't want people to come on the ride if they don't have official wristbands. These people take advantage of services that are being provided for the registered riders. People who do not register "cheat" the registered riders out of a good meal.

We strongly urge vendors to charge a lower price to anyone wearing a wristband or community T-shirt, and charge all others 10-20 percent more. For example, if a meal is \$5.00 for wrist-banded people, others would pay \$6.00, and this should be the price listed in your ads and on your signs. Please, we need your help on this!

Location of Vendors

You will need to work very closely with many committees in placement of the vendors. You will work very closely with the following committees: Entertainment & Special Events, Beverage Garden, Campgrounds, Electrical and Showers, Sanitation & Recycling. In addition, work with RAGBRAI staff to plan space for some entities that travel with RAGBRAI as part of the event.

Because every town is different, there is no standard on where to set up vendors. The best advice is to set up "where the people are" and "where there is shade". Would you want to eat at a food stand on a 98-degree day without the protection of shade? Many towns have provided an ideal setup for riders and vendors alike which is to locate everything in the same general area, i.e. campgrounds, bike shops, food vendors, and entertainment. No one has to travel far to find what he/she was looking for.

Many towns put all of the vendors together in a downtown Food Court, which benefits riders and vendors alike. **This also helps your downtown merchants and shows off the community.** A food court is also advantageous because you can have a shuttle stop so that people will have to walk through the downtown food court.

In the Campgrounds chapter, we advised having some food in the campgrounds because the volunteers and other staff work long hours and can't get away to eat downtown.

Several towns reported that the campground food services would do well to stay open later at night because the riders will return to the campgrounds to eat if other vendors run out, or they may want to grab a snack before they retire. One town reported that a group took boxed meals out to the campground later in the evening "which proved to be a good move."

Outside City Limits

Your committee only has jurisdiction over the vendors that set up within city limits, but you will be asked by many potential vendors about setting up outside city limits.

The following are the minimum standards for these vendors to be concerned about:

- Those vendors choosing to set up outside of city limits must obtain permission from the landowner whose property they are on.
- They must have an Iowa Sales Tax Permit if they are a for-profit company.
- If they are selling food, they must obtain a Temporary or Transient Food Service License, which requires an inspection by the local county extension officials.
- For safety reasons, the vendor should set up on the right-hand side of the road and allow enough room to allow for bicycle stopping and parking.
- The vendor should check with the county to find out if there is a county ordinance requiring a permit.
- Vendors setting up without proper permission or documentation may be asked to leave by the property owner or by state or county health officials. If the location selected by the vendor creates a safety or health risk, law enforcement officials may require the vendor to move.

Plan Space for RAGBRAI Support Entities

Some entities travel with RAGBRAI and **should not be charged a vendor fee.** These support entities are crucial to administer the event and are affiliated with RAGBRAI. Please plan on providing an area near your food vending/entertainment area for these entities as they tend to draw large crowds, thus providing a benefit to your event. The space needed for these entities is discussed in the next few paragraphs.

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Official RAGBRAI Bicycle Shops and Bike Demos / Manufacturers / Sponsors (Typically located in Downtown or Campground)

RAGBRAI has 5 official bicycle shops and 10-15 manufacturers and sponsors that accompany the ride. The bicycle shops have two components: repair services and merchandise sales. Bike shops sell merchandise in the form of RAGBRAI T-shirts, helmets and other bicycle equipment. Your local residents will want to visit this area to get the real flavor of RAGBRAI, plus they can receive a discount on merchandise by wearing your community t-shirt.

The manufacturers and sponsors demo their products, bikes and services free to all participants. **They do not sell any items.** Registered riders have an opportunity to 'check out' a new bike and take it for a test ride during the day on RAGBRAI. Other services offered by the manufacturers may include product sampling and free giveaways.

Most shops and manufacturers typically have 5-6 10' x 10' pop-up tents lined up in a row with a 26' Ryder Truck, trailer or other vehicles parked behind the tents. This takes up approximately 60' x 20' of space, or 1,200 square feet. That's about 1/4 the length of a typical block when set up in the street, or 12 parking spaces when set up in a parking lot. Three to four city blocks, or a parking lot with 240 spaces is about what is required for the shops and demos.

All the shops and manufacturer demos should be placed with each other in the same location, preferably where there is good traffic flow and easily accessible to the riders and local residents.

Assistant RAGBRAI Director Scott Garner will work with you to line these up. It is best to close off the area (parking lot or city streets) and post "No

Parking" Signs the night before and throughout the next day to ensure that no vehicles are left in the area that would need to be towed. The bike shop staff will arrive in town by 8:00 a.m. with some arriving the night before. You should make sure your Publicity Committee's Sign division has made signs directing riders to the bike shops location. In addition, mark the bike shops location on the tabloid map using the bicycle shop icon and make sure the Information Center volunteers know where the bike shops are located so they can direct riders.

We also recommend additional trash receptacles and/or a dumpster be placed amongst the bike shops. They generate a large amount of discarded boxes, tubes and other trash. Consider making arrangements with a local company who may be interested in recycling the discarded bicycle tubes.

RAGBRAI Staff will work with you to determine the best place for the bicycle shops and demo teams. In many instances, this will be a downtown location near the entertainment and food vendor areas. Space can be limited in these areas, so locating the bike shops in the main campgrounds is a good alternative. In that case, we strongly recommend you set up a few food stands near the bike shops in the campgrounds.

RAGBRAI's Information and Merchandise Trailers (Downtown/Entertainment)

Always located in the downtown vending area, if you have one. These two trailers provide RAGBRAI information and also sell daily wristbands for the ride as well as RAGBRAI merchandise. Again, no non-food vendor fee is charged for these trailers because it is necessary to conduct the event. A 125 volt, 30 amp service is requested. (See image)



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RAGBRAI's Information and Merchandise Booth/Lost & Found (Main Campground)

Always located in the Main Campground near the Information Center. This booth (10x20 tent) also sells daily wristbands for the ride and RAGBRAI merchandise. No non-food vendor fee is charged for this booth because it is necessary to conduct the event.



Friends of RAGBRAI (As Requested)

Sometimes RAGBRAI has sponsors that come along on the ride and desire booth space in each of the host towns. Recently, it has been companies such as AAA (who provide free vehicle services) and BusinessSolver (who teams with Hy-Vee with a 33-foot mobile health unit that offers free health checks to riders and townspeople). When a sponsor needs a booth space, the RAGBRAI Staff will inform the committee as to what is needed.

Other Vendors

In addition to the various vendors that will be selling food, many vendors will be set up in town to promote their companies, sell merchandise or provide information. Any entity requesting booth space should be required to register as a vendor and pay the proper vending fees. You are selling space and opportunity, even if the vendor is giving away items.



Massage Therapists

After a long day of riding, riders truly appreciate massage therapy services. It is the Food & Vendor Committee's decision to make in regards to which massage therapists will be granted booth space. Please be sure that you adhere to all applicable Iowa laws concerning massage therapy providers and that they show proof that they are properly licensed and insured to practice in Iowa. Team Range of Motion has successfully lined up therapists for the past several years. Cameron Wold is the contact 563-370-3002 or laurelisme@yahoo.com



Community Showcase

A community showcase would be a great way to provide riders with a history of your community. Years ago, Marshalltown sponsored a community showcase in their downtown that spotlighted local businesses. Local businesses and organizations were asked to showcase their products or services. Local businesses should not miss this golden opportunity to showcase what they do.

Renegade/Illegal Vendors

Each vendor that has been approved by the Food & Vendor Committee should be issued a permit to display on the day of the ride and an OFFICIAL VENDOR poster. (The Executive Committee will receive these at the May 30 workshop)

In past years a number of renegade vendors have been tagging along the RAGBRAI route and asking

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for permission to set up in towns at the last minute. Most are out-of-state entities, which means any revenue they make does not benefit your local community or the state.

While there may be food vendors that follow the ride, none of them are sanctioned by RAGBRAI and none are given permission to set up in any location. Sometimes vendors will contact you and say that they are with the ride. If any vendor, group or individual, says this, please contact the RAGBRAI Director immediately.



Vendors setting up without proper permission or documentation may be asked to leave by the property owner or by state or county health officials. If the location selected by the vendor creates a safety or health risk, law enforcement officials may require the vendor to move.

The Des Moines Register is very careful about the use of the names, RAGBRAI® and RIDE RIGHT® and the respective logos. Permission is granted to our bike shops and the Friends of RAGBRAI to use the logos on promotional items. A number of renegade groups try to sell unauthorized RAGBRAI T-shirts and bootleg banners on the ride each year. These people are violating the trademark rights of the Register and must be shut down.

Committees from past years claim that renegade massage therapists created their biggest challenges. Some of them have tried to influence the local vendor committees by saying that they have been approved and sanctioned by RAGBRAI. These people should not be allowed to set up in or near your town. If in doubt on the day RAGBRAI arrives, contact Asst. Director, Scott Garner at 515-229-4920.

The purpose of rooting out renegade vendors is not to stop a Girl Scout from setting up a lemonade stand, but to protect our participants and to stop individuals with the intentions of

profiting from RAGBRAI's visit to your town. There is a difference between a little kid with one pitcher of kool-aid and a front yard food stand that has multiple grills and a yard-full of coolers with waters, Gatorades and sodas for sale.



We attempt to curb the massage therapist from setting up shop in a resident's yard and stop the individual who sets up a grill to sell brats along the route in town. Also watch the campgrounds for illegal vendors. Ordinances will give you the backing that you need to enforce.

On the day that RAGBRAI is in town, the Food & Vendor Committee should have a prepared plan for dealing with these illegal vendors. In cases where food is being sold, a county health official could close them down. In other cases perhaps the Law Enforcement Committee should be requested to step in when all else fails.



The Food & Vendor Committee will need to determine how to handle renegade vendors on the day of the ride.

By June 16, you will need to provide RAGBRAI the name and cell phone of the person(s) who will be handling the renegade vendors on the day the ride is in your town.

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RAGBRAI will have staff in town that day that may need to contact and/or work with your renegade vendor contact. Please contact Assistant Director, Scott Garner at 515-229-4920 if you have any questions at all concerning the legitimacy of a vendor. Jack Stubbe will also be on-hand with the RAGBRAI staff the day RAGBRAI arrives. Jack has years of experience dealing with the vendors.



Suggestions

Here is some advice from previous food chairs that might help in your planning:

Making change

One of the things that will loom large the day RAGBRAI is in town will be how are vendors supposed to get change? You should work with the Budget Committee to prepare a contingency plan.

Adequate seating in shade

In the RAGBRAI post-ride surveys, many food vendors mentioned that there should be adequate seating in eating establishments for visitors to relax and chat. More shade = more people.

Shuttle, Tear-Off Maps & Tabloid Ads

No matter where you set up, the food vendors (including churches) should be encouraged to purchase an ad in the town's tabloid or tear-off maps in return for having the Shuttle routed past them and their location marked on the city map. Businesses not located on the bike route or in the center of activity might have a difficult time attracting customers.

Public Health Department advice

Do not allow people to reach into a tub or container of water or ice to retrieve a beverage or a food item. This has the potential of spreading illness.

Information Center Handbook & Web Site

It is a good idea to keep a complete list of all the menus from the various vendors in the reference book in the Information Center and on the web site. A locator map would also be helpful for visitors.

Give Vendors Tabloids, Maps & Handbooks

It's also a good idea to make sure your food vendors have copies of your town handbook, tear-off maps and tabloids.

Handling Trash

Work with the Showers, Sanitation & Recycling Committee to provide plenty of large plastic-bag-lined trash receptacles in food vendor areas.



Beside each trash receptacle, have a well-marked, plastic-bag-lined box for recyclable containers should be available. A sign explaining how the funds from recycled containers will be used shows that they're helping a worthy cause. All vendors should be aware as to where to bring their trash. A cleaning deposit will help enforce this.

Long Lines

RAGBRAI participants do not like to wait in lines and will choose to go elsewhere if they see long lines. Be prepared to open more food lines should the

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lines begin to build. Plenty of free ice water and shade should be available for people waiting in the serving line.

Signage & Signs of Menu Items

Additionally, churches and other serving establishments should post signs listing their menus and prices to draw in those who are walking or riding bicycles and not using the Shuttle service. A sandwich board sign with menus posted is recommended at the main bus pick-up location.



Running out of Food

Nothing makes a person angrier than to stand in line in the hot sun only to find out that the stand ran out of food. If a vendor runs out of food, a sign should be posted immediately.

The vendor must contact the Command Center to get word to the Transportation Committee and Information Center so the shuttles don't drop people at that eating site. The Shuttle volunteer should have an alternate site to suggest.

Breakfast the Next Morning

We estimate that 20 percent of the riders will eat breakfast in the overnight town and the other 80 percent will eat somewhere down the road. (These numbers are less for the Sunday starting town and the Saturday ending town) More than half of those who eat in town will want a continental breakfast of fruit, baked goods, juice and coffee, while the others will want a full breakfast. If there are no towns for at least 20 miles on the route, more will eat breakfast in the overnight town.



You should start serving breakfast by 4:30 a.m. because many riders want to be on the road by sunup (6:00 a.m.). You should be done by 8:30 or 9:00. If on the route, fast-food restaurants should expect a terrific breakfast business.

It's very important that concessions are located on the route, because riders do not search out a concession, especially when they're leaving an overnight town in the morning. It might be good to hand out fliers in the campgrounds the night before.

If you will be serving breakfast in the campground, you must heavily advertise that breakfast will be available that next morning. Be sure to inform them what times you will begin serving, where you are serving, what you are serving and what the cost will be. If you don't promote it, you will not be successful! Most riders plan the day before. Many communities have been successful selling coffee and rolls near the Main Campgrounds and support vehicle campground areas.



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FOOD & VENDOR COMMITTEE TIMELINE & CHECKLIST

This is a schedule that worked for a town last year. Set a timeline that is reasonable for your community.

MARCH 2022

- Contact the Iowa Department of Inspections and Appeals to inquire about inspections and safety enforcement rules in your area
- Determine how many volunteers you will need
- Work with Web & Social Media Committee to have the Vendor Application Forms ready to put on the Web site (even if the fees aren't set)
- Meet with Electrical Committee regarding needs
- Work with Budget Committee to set Vendor Fees
- Budgets due to Budget Committee
- Work with Showers, Sanitation & Recycling Committee on number of portable toilets
- Attend town meeting
- First meeting with Food Vendors
- Meet with Beverage Garden Committee
- Meet with RAGBRAI Staff

APRIL 2022

- Start assigning locations
(Be sure to include locations for the RAGBRAI Information & Merchandise Trailers)

MAY 2022

- Meet with Transportation Committee to determine the shuttle stops that will be needed
- Meet with RAGBRAI Staff, walk-through with Vendor and Entertainment areas
- Meet with Campground Committee to discuss food options in campgrounds

JUNE 2022

- Sell ads for buses
- Food Court Assignment Map to RAGBRAI
(Be sure to include locations for the RAGBRAI Information & Merchandise Trailers and Bike Shops)
- Meet with RAGBRAI Staff, walk-through with Vendor and Entertainment areas
- Committee gives RAGBRAI the name of the person who will deal with renegade vendors the day of the event

JULY 2022

- Volunteer orientation and training meeting
- Community clean up

AFTER RAGBRAI

- Send out thank you notes
- Complete surveys
- Final meeting with RAGBRAI Staff

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**RAGBRAI® FOOD & VENDOR COMMITTEE BUDGET
STORM LAKE, IOWA (JULY 19, 2015)**

REVENUE

Food & Vendor Committee Income	Budgeted	In-Kind	Actual
Vendor Fees – Non-Profit (\$300 x 10)	3,000.00	0.00	3,000.00
Vendor Fees – For-Profit (\$700 x 15)	10,500.00	0.00	11,900.00
Electrical Fees - Non-Profit (\$100 x 10)	1,000.00	0.00	100.00
Electrical Fees - For-Profit (\$100 x 15)	1,500.00	0.00	1,100.00
Add on Fees for Add'l 10 feet (\$100)	0.00	0.00	0.00
Mobile Vendors/Vendor Fee = \$75 per mobile	0.00	0.00	0.00
Late Fees	0.00	0.00	0.00
Deposits	0.00	0.00	0.00

TOTAL REVENUE \$16,000.00 \$0.00 \$16,100.00

EXPENSES

Food & Vendor Committee Expenditures	Budgeted	In-Kind	Actual
Tents & Sandbags	0.00	0.00	0.00
Postage & Copies	0.00	0.00	0.00
Site Markers	0.00	0.00	0.00
Gator Carts/Golf Cart Rental	0.00	0.00	0.00
Deposits Returned	0.00	0.00	0.00
Fair Building Rental	0.00	0.00	0.00
Miscellaneous	500.00	0.00	248.46

TOTAL EXPENSES \$500.00 \$0.00 \$248.46

	Budgeted	In-Kind	Actual
Total Revenue	\$16,000.00	\$0.00	\$16,100.00
Total Expenses	\$500.00	\$0.00	\$248.46
TOTAL PROFIT/LOSS	\$15,500.00	\$0.00	\$15,851.54

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40x100 Tent set up in Food Vending area in Cedar Falls (Seating for over 300 people)



Bike Shops and RAGBRAI Merchandise & Information Trailer set up in Cedar Falls

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Vendor Information Packet (CD)

Boone RAGBRAI 2011 Vendor Booth Information & Guidelines

Tuesday, July 26th, 2011



Thank you for your interest in being a vendor for RAGBRAI. These guidelines are designed to answer some of your questions and assist you in filling out the application. We are very excited about RAGBRAI coming to Boone on Tuesday, July 26th, 2011. We are expecting between 20,000 – 25,000 RAGBRAI participants to spend the night. It is our job to feed all the participants, with the idea that many in the community will be eating as well! This is not a small job and we need the help of many organizations and businesses.

We want every organization and business to be successful, which in turn will make RAGBRAI a success for the whole community.

Fees: There will be a fee of \$250.00 for all non-profit organizations and businesses that want to be food or nonfood vendors in Boone, who are not on their own sites. Any for-profit vendor will be charged \$900.00. These fees will be required before any organization will be permitted to be a RAGBRAI vendor.

With the payment of the vendor fee, vendors will receive a listing in an informational tabloid available to RAGBRAI participants in Carroll (the previous overnight stay), as well as upon arrival in Boone. The tabloid will also be available locally. All official RAGBRAI vendors will be featured on official tabloid maps.

Acceptance: The Boone RAGBRAI Committee reserves the right to deny any application based on need, space availability, and/or vendor intent.

Locations: TBA

Pricing: It will be up to each vendor to set their own prices.(It is recommended by RAGBRAI to have a discount for the registered riders and support personnel wearing wristbands) and those wearing the official Boone RAGBRAI t-shirt. For example it could be a free water/ drink or a \$1.00 off the meal or free dessert.

Food Safety - Requirements will be given at the meeting the April 11th. A person issued a commercial or non-profit food booth permit shall comply with the Iowa Department of Health and Boone County Department of Health rules and regulations, including obtaining appropriate permits, pertaining to the sale and dispensing of food for consumption on its premises.

Insurance- All vendors will need to provide proof of liability insurance. It needs to be included with application.

Hours- On July 26th: Most of the support vehicles will arrive between 8am- noon. The majority of riders will arrive between the hours of 2- 6 pm. Most meals will be served between 4-8pm.

July 27th: Breakfast is recommended to start by 4:30am to about 9:00am. We will work with each vendor on hours of operation.

Electricity- Electricity is an additional item and has an additional fee of \$50 for standard electrical needs. To accommodate this, you must list your electrical needs and uses on your application.

Clean- up- Vendors will be expected to have their areas as clean when they leave as when they arrived. A \$100 clean- up deposit is required and will be returned upon inspection and upon departure. All deposits will be mailed.

Signage- Each vendor will receive an: "Official RAGBRAI Vendor" poster, which should be visible. Additionally, churches and other serving establishments should post signs listings their menus and prices to draw in those who are walking or riding bicycles and not using the Shuttle service. A sandwich board sign with menus posted is recommended at the main bus pick-up location. Please make sure to post a sign if you are out of food.

When making signs to advertise your location you cannot use RAGBRAI in your signage. You can use " Welcome Riders"

Advertising: There will be advertising opportunities on the website, tabloid or other opportunities. Those are yet to be determined.

Reminder: You cannot use the name RAGBRAI in your adverting.

Violations- Selling or supplying food or merchandise to the public at a location other than your regular established place of business without a Boone Commercial/Non-Profit Food Booth or Boone Commercial/Non-Profit Non-Food Booth Permit on July 26, 2011 or July 27, 2011 when such a permit is required, is a violation. The RAGBRAI Committee at its sole discretion could issue a permit, subject to receipt of booth fee, regular late fee, and an additional late fee of \$1,000.00.

Further Contact information- RAGBRAI Food Chair – foodchair@booneragbrai.com

03/06/11- updated 03/18/11

Prospective Food Vendor Letter



Thank you for expressing interest in being a food vendor for RAGBRAI®. This letter is designed to answer some of your questions and assist you in filling out the application. We are very excited about RAGBRAI coming to Coralville on Friday, July 24, 2015. We are expecting between 12,000-14,000 RAGBRAI participants to spend the night. It is our job to feed all of the participants! This is not a small job and we need the help of many non-profit organizations and businesses.

We want every organization to make money on this event and we want most of the money to stay here in our community. Because of this, **only Johnson County vendors will be considered as food vendors.**

FEES: There will be a \$350 fee for non-profit and \$700 fee for for-profit entities that want to be food vendors. This fee should be paid before any organization is permitted to be a RAGBRAI food vendor. As part of this fee, vendors will receive advertising in an information packet handed out to the riders (in the previous overnight town). Applications, proof of liability insurance and checks must be received **no later than June 1.**

LOCATIONS: The majority of food vending will be set up in the Iowa River Landing. A handful of vendors will be set up in a second space in the main campground area, contingent on staffing capabilities and food offerings. You will be assigned space approximately 10x 15', enough room to accommodate a 10x10' tent and any for necessary equipment you may be using. More than one space may be purchased; please indicate any additional space needs you may have. The food vending committee will provide a map of your location before July 23.

PRICING: It will be up to each group to set its own prices. The committee will be happy to assist you in making recommendations on prices. RAGBRAI officials recommend that a lower price be charged to RAGBRAI participants with a wristband. All registered RAGBRAI participants will have a wristband. Please list your prices on the application.

FOOD SAFETY: Food safety is very important when you feed this many people. Contingent on your approval as a vendor, a Temporary Food Service Establishment License Application will need to be completed and sent to Johnson County Public Health, along with the required \$33.50 fee **no later than June 1.** The application and all requirements must be met before Public Health approves your food service. It is attached to this document and can also be found at www.johnson-county.com. Once on the website, click on Departments, Public Health, Food Safety link (left side), then click on Temporary Food Service Establishments (1/4 way down the page) to download the application. The JCDPH will inspect all food vendors prior to 10:00 am on Friday, July 24.

INSURANCE: All vendors are required to show proof of liability insurance.

HOURS: RAGBRAI participants will start arriving at 10:00 am. Most of the participants will arrive by 2:00 pm. All food vendors must be set up by 8:00 am, so we ask that you allow enough time to set up. This will allow ample time for inspections and for you to be ready to take care of early participants. You should plan on being open until 10:00 pm and will not be allowed to break down prior to that time.

ELECTRICITY: Please complete the Electrical Power Usage form and include with your application submission. There will be no additional charge for basic 110 voltage.

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GOING GREEN: All vendors will be encouraged to serve their food on eco-friendly biodegradable products. These products include plates, wrappers, cups, straws and flatware. We will work with the Sanitation & Recycling Committee to recycle cans and plastics, so please plan to participate accordingly to eliminate waste.

CLEAN UP: We ask that all food vendors clean up their areas before leaving. Trash cans will be provided to help. You will not be allowed to break down your booth and clean your area until after 10:00 pm on Friday, July 24.

SIGNAGE: Food vendors are responsible for their own signs at their booth. The committee recommends printing neat, easy to read signs that include menu items and prices. Vendors are not permitted to use the name RAGBRAI on signs; you will receive an official RAGBRAI vendor sign prior to serving. The committee also recommends that each vendor has a sign to put up if or when it runs out of food.

WORK LOGS: Logs must be kept of all workers in temporary food stands, voluntary or not, for at least 30 days after the event, in the case that follow-up of a foodborne illness outbreak is necessary.

ADDRESS: All applications should be mailed to 900 1st Ave, Coralville, Iowa 52241, Attn: Clarissa McPheron. Email address is clarissa@iowacitycoralville.org. The \$350 or \$700 fee can be paid via check and made out to RAGBRAI Coralville. The Temporary Food Service Establishment License Application and fee should be sent to Johnson County Public Health, 855 S Dubuque St Suite 217, Iowa City, Iowa 52240. You can contact Rob Thul at (319) 688-5869 with any questions regarding the temporary license.

The food vendor committee recommends that every organization take enough time planning for this event. The groups that plan well and have something creative will do very well. RAGBRAI officials have told us that most participants plan where they are going to eat the night before they arrive in the next town, so advertising in the hand out will be very beneficial.

The committee recommends that each group projects how much it plans to serve very carefully. We recommend you plan to sell all of the food you prepare. We want this event to be a winning situation for the whole community.

There are a number of food suppliers in our community who want to assist you with all of your needs. Please consider purchasing your supplies locally.

PRE-MEETING: Once you have been approved as a vendor, you will be contacted regarding a pre-event meeting to be held in July. This meeting will cover parking, set up, and other operational information and it is very important that you attend. More details will be given when the time approaches.

Summary of Requirements

- Application
- Electrical Form
- Proof of Insurance
- Temporary Food License (send to Public Health)
- Sales Tax Permit *(not required for non-profit, civic and fraternal organizations)*

RAGBRAI® Vendor Application



Organization: Profit Nonprofit

Organization Name	
Contact Person	
Mailing Address	
City, State, Zip	
Phone	
Fax	
Email	
Web Address	
Sales Tax Permit # or Fed ID # or SS #	

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, prices, and which meals you plan to serve on a separate sheet. Please list prices with and without wristbands.

First Item: _____	Wristband Price \$ _____
	No Wristband Price \$ _____
Second Item: _____	Wristband Price \$ _____
	No Wristband Price \$ _____
Third Item: _____	Wristband Price \$ _____
	No Wristband Price \$ _____
Fourth Item: _____	Wristband Price \$ _____
	No Wristband Price \$ _____

I am interested in setting up a second location in the campground area. *No second fee required; committee will make final selection.* If yes, please briefly explain your plan for staffing and serving from both spaces.

Yes No

Applications are due by June 1, 2015. Your application cannot be processed unless the vendor application, electrical power usage form, and the Temporary Food Service Establishment License Application are completely filled out and the vendor fee and proof of liability insurance coverage is enclosed.



2022 RAGBRAI FOOD SERVICE AND LICENSE GUIDE



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DEFINITIONS

Temporary Food Establishment- means a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event.

An **Event** is a significant occurrence or happening sponsored by a civic, a business, an educational, a government, a community, or a veterans’ organization, and may include athletic contests.

- An “event” does not include a single store’s grand opening or sale (a single store cannot “host” and event).

LICENSE REQUIREMENTS: **EVENTS**

- An Event Registration License is required to be obtained by Overnight and Pass-Through Host Towns, and/or County Municipalities or Organizations, which hold events where there are more than 10, Temporary Food or Beverage Vendors. License applications must be submitted 60 days prior to the Event.
- Deadline for towns to submit the Event Registration License **is May 23, 2022**.
- An Event Registration License is not required when there are 10 or less Temporary Food Vendors.
- For Events with less than 10 Temporary Food Vendors, Event Coordinators (the person coordinating the event) must fill out an [Event Coordinator Questionnaire](#) and submit it to the Regulatory Agency assigned to the event.

LICENSE REQUIREMENTS: **FOR-PROFIT VENDORS**

When is a Temporary Food Establishment license needed?

- Operating OFF the premises (**premises= the physical facility, its contents, and the contiguous land or property under the control of the permit holder**) of your licensed food establishment, or
- Vendors serving, selling, or providing unpackaged food or beverages (including alcoholic beverages) to the public.
 - **Examples-** tacos, burgers, lemonade, keg beer, mixed drinks, BBQ, pie by the slice, etc., or
- Vendors serving, selling, or providing commercially prepared pre-packaged food or beverage that requires temperature control for safety.
 - **Examples-** ice cream bars, bottles/cartons of milk, containers of yogurt, etc., or
- Vendors serving, selling, or providing cut fruits that require temperature control for safety.
 - **Examples-** cut watermelon, cantaloupe, and honeydew melons.

What food can be served in a for-profit licensed Temporary Food Stand?

- Menu items that are listed on the Temporary Food License application and approved prior to the event may be served in a Temporary Food Stand.
- **All food must come from a licensed and approved source.** [Food Code 3-201.11](#)
 - Ingredients for menu items must be obtained from a licensed and approved source such as a grocery store, a federal or state inspected meat locker, or the food stand owner's licensed food establishment or mobile food unit, or a food processing plant.
 - Menu items may be prepared in the food stand owner's licensed restaurant, food processing plant, or mobile food unit and appropriately transported to the food stand for service.
 - Menu items may be prepared within the licensed temporary food stand the day of the event. No food may be prepared prior to the event unless it is done so in the food stand owner's licensed food establishment, food processing plant, or mobile food unit and noted on the license application.

When is a Temporary Food license not needed?

- When operating on the premises (**premises= the physical facility, its contents, and the contiguous land or property under the control of the permit holder**) of your licensed food establishment and serving food or beverages from your establishment that are within the scope of your business (normal menu or a menu pre-approved by the Regulatory Authority), or
- Serving, selling, or providing commercially prepared pre-packaged food or beverage that does not require temperature control for safety.
 - **Examples-** bottled sodas, packaged candy, packaged chips, packaged granola bars, etc. that are purchased from a store or food purveyor or prepared, packaged, and labeled for retail sale in your licensed food establishment or food processing plant, or
- Serving, selling, or providing whole, uncut fruits and vegetables, or
- When operating within, and meeting all requirements of your licensed Mobile Food Unit.
- Food Stand operated by a Minor: means a stand or other facility operated by a person or persons under the age of eighteen at which food is sold directly to consumers that is not time/temperature control for safety food or an alcoholic beverage, and that operates on a temporary and occasional basis on private property with the permission of the owner of the property. (Events typically are not set up on private property.)

LICENSE REQUIREMENTS: **NON-PROFIT ORGANIZATIONS**

*Note: Non-profit Organizations do not include municipalities or property of the municipality.

When is a Temporary Food license needed?

- When operating a food or beverage stand OFF the premises (**premises= the physical facility, its contents, and the contiguous land or property under the control of the permit holder**) regularly used by your Non-profit organization and serving or providing:
 - Unpackaged food or beverages (including alcoholic beverages) to the public.
 - Examples-** tacos, burgers, lemonade, keg beer, BBQ, pie by the slice, etc., or
 - Commercially prepared pre-packaged food or beverage that requires temperature control for safety. **Examples-** ice cream bars, containers of milk or yogurt, etc., or
 - Cut fruits that require temperature control for safety. **Examples-** cut watermelon, cantaloupe, and honeydew melons.

What food can be served in a licensed food stand?

- Menu items that are listed on the Temporary Food License application and approved prior to the event may be served in a Temporary Food Stand.
- All food must come from a licensed and approved source*. [Food Code 3-201.11](#)
- A non-profit organization's premise is not considered an approved source unless it is licensed as a food establishment or a food processing plant. If the organization does not have a licensed food establishment, food processing plant, or mobile food unit- then all preparation must be done the day of the event within the licensed temporary food stand.
 - *Menus must be adjusted to accommodate production needs.*
 - Ingredients for menu items must be obtained from a licensed and approved source such as a grocery store, a federal or state inspected meat locker, or the food stand owner's licensed food establishment, food processing plant, or licensed mobile food unit.
 - Menu items may be prepared in the organization's licensed restaurant, food processing plant, or mobile food unit and appropriately transported to the food stand for service.
 - Menu items may be prepared within the licensed temporary food stand the day of the event. No food may be prepared prior to the event unless it is done so in the food stand owner's licensed food establishment, food processing plant, or mobile food unit and noted on the license application.
- *Non-profit organizations may serve packaged or unpackaged foods that do not require temperature control from any source. **Example-** baked goods and fruit pies made by organization members.
- **Pies** that require temperature control for safety, such as cream pies, custard pies, meat pies must be prepared in or purchased from a licensed home bakery, food establishment, or food processing plant (receipts must be provided). These types of pies may only be cut within the licensed temporary food stand or in a licensed food establishment, food processing plant, or mobile food unit.



When is a Non-Profit Organization exempt from licensing requirements?

1. *When serving, selling, or providing food or beverages on the premises (***premises= the physical facility, its contents, and the contiguous land or property under the control of the organization***) regularly used by the non-profit organization for one day per calendar week, or
2. *Twice per calendar year a non-profit organization may serve food to the public up to 3 consecutive days from their regularly used premises, or
3. *Twice per calendar year a non-profit organization may use the premises of another non-profit organization for one day (each time) to serve food, or
4. When operating off the premises regularly used by the non-profit organization serving, selling, or providing only pre-packaged food or beverage that does not require temperature control for safety. ***Examples-*** bottled sodas, packaged candy, packaged chips, packaged granola bars, etc. that are purchased from a store or food purveyor, or
5. When operating off the premises regularly used by the non-profit organization serving, selling, or providing pre-packaged food that does not require temperature control for safety that is prepared and packaged by non-profit organization members or family members. ***Examples-*** Brownies, cookies, fruit pie, etc. *These foods may be prepared in any clean sanitary location and must be served in labeled packages containing the name and address of the person making the food and the common name of the food, or
6. When serving, selling, or providing whole, uncut fruits and vegetables

***What food may be served when a non-profit organization meets licensing exemptions 1-3?**

Any food or beverage that is prepared and served safely may be provided by a non-profit organization who meets the licensing exemptions 1-3 above.

****Food Vendors are responsible for applying for and obtaining their license. (Event organizers do not issue food licenses to sell food.)***

- License applications must be submitted to the appropriate [Regulatory Authority agency](#) and must be received in enough time to ensure that licenses can be emailed or mailed back to the vendor prior to the event.
- **Due to the high number of applications, we ask that you apply at least 30 days in advance of your event.**
- **DIA cannot guarantee that your application will be processed in time for your event if these timelines are not met or your application contains errors or misinformation. Please note that providing food without a license or permit is subject to a penalty double license fee.**

Apply Online for a Temporary Food Establishment License:

<https://dia.iowa.gov/food/business-licensing>

- Apply or Renew Food Establishment, Food Processing Plants, and Hotels and Motels: Login
- Login- if you currently have an account with the Agency where you need a temporary food license
- New Account- if this is the first time creating an account with the Agency where you need a temporary food license

LICENSE TYPES: **For-Profit Vendors and Non-Profit Organizations**

*Food Licenses must be applied for through the appropriate Regulatory Authority Agency:

<https://dia.iowa.gov/document/food-inspector-map>

- 📄 **Event Registration License-\$50.00** must be received from the Event (event coordinator, host, or sponsoring organization putting on the event) a minimum of 60 days prior to the event.

 - Each town along the RAGBRAI Route is considered its own Event
 - Each County allowing vendors to set up outside city limits is considered its own Event
 - An Event Registration license is not required for an event having 10 or fewer temporary food vendors, a fair (as defined in Iowa Code section 174.1, such as a county or state fair), or a farmers market

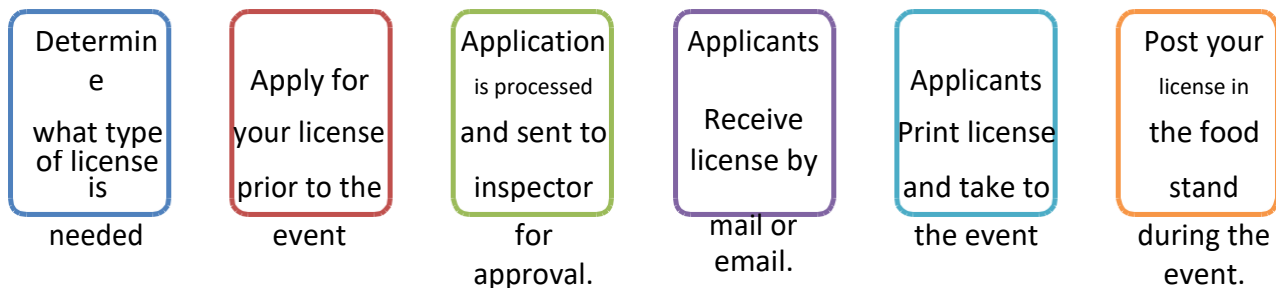
- 📄 **Single Event Temporary Food License – \$50.00** used in conjunction with a single event at one location, and may be used up to 14 consecutive days in conjunction with that event. ***Each RAGBRAI town is its own event and requires a separate temporary food license for each food or beverage stand.***

- 📄 **Annual Temporary Food License- \$200** license applications must be received a minimum of 30 days prior to the first event for complete processing and approval.

 - An Annual Temporary Food Establishment License is an annual license that is valid only in the one County for which it was issued. *A separate license application must be submitted for each additional County where a vendor will operate a Temporary Food Establishment in conjunction with an event.*
 - Persons who operate simultaneously at more than one event within a county are required to have a separate license for each food stand.
 - ****Annual Temporary Food License Applications not received, processed, and approved prior to operating will require a single event temporary food license until the annual license is approved and issued. (Subject to penalty fees when operating without an approved license.)**

- 📄 **Mobile Food License-** aka- Food Truck or Push cart (Annual License), may be used up to 3 days in a single location before the unit has to move. License applications must be received a minimum of 30 days prior to opening for complete processing and approval. ****Mobile Units operating for longer than 3 days on the RAGBRAI Route without returning to their Home Base of Operation for cleaning and servicing are required to obtain a Temporary Food License. Push carts **must** return to their Home Base of Operation daily or obtain a Temporary Food License.***

- 📄 **Food Service or Retail License,** aka- Restaurant, Grocery Store (Annual License) **License applications** must be received a minimum of 30 days prior to opening for complete processing and approval. This license may only be used on the premises for which the license was issued. A licensed establishment may set up a food stand on their own premises without an additional food license requirement.



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REQUIREMENTS: SERVICES AT TEMPORARY EVENTS (food stands and/or events)

It is the Food Stand Operator's responsibility to ensure that the following services are provided to them. If the Town or Event does not offer the services required, the responsibility lies with the Food Stand Operator.

ELECTRICITY

- Ensure each stand has enough electricity to safely operate (lighting, mechanical refrigeration and hot holding)

ICE

- Ice shall be obtained from an approved source.
- Food that is not sealed in packaging shall not be stored in contact with water or ice.
- Packaged food or canned and bottled beverages may be stored in ice bins that are continuously drained.
- Ice that has been used for cooling or keeping food or beverage containers cold may not be reused in beverages provided to customers.
- Beverage ice shall be stored in the bag in which it is purchased or in clean, properly constructed ice storage units which are easily cleanable, and kept drained.
- Ice shall be dispensed with scoops, tongs, or other utensils with a handle, *not with hands or drink cups*.

WATER SUPPLY, STORAGE, AND DISPOSAL

- Water shall be provided from an approved source- city, county, bottled, and wells that have a satisfactory water test within the last year. (Well tests should be submitted with the license application and available for review on site.)
- Waste water shall be disposed of in an approved waste water disposal system sized, constructed, maintained and operated according to LAW.
- Water storage units and hoses must be made from food grade material and used only for potable water.
- Water supply systems shall be protected against backflow or contamination.

TOILETS/HANDWASHING

- An adequate number of approved toilet and hand washing facilities shall be provided at each event

REQUIREMENTS: ALL LICENSED FOOD STANDS AT TEMPORARY EVENTS**PERSONNEL**

- All employees, including volunteers, shall be under the direction of a designated person in charge at all times of operation.
- The person in charge shall ensure that all food handlers are following the Temporary Food Stand Requirements.
- Every employee and volunteer must sign a logbook with their name, address, telephone number, and the date and hours worked. This logbook must be maintained by the person in charge for 30 days.

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- All food handlers shall be free of contagious or communicable diseases, sores, or infected wounds; must keep themselves and their clothing clean; and must keep their hair properly restrained.
- Tobacco use of any kind is not permitted inside the stand or while attending grills outside the stand.
- No eating or drinking is allowed in food preparation areas.
- Personal belongings shall be stored in a designated place adequately separated from food, food contact surfaces, and dishwashing areas.

ILL FOOD HANDLERS

- Cover lesions on the hands or wrist with an impermeable finger cot or stall and with a single-use glove.
- Exclude employees with a diagnosed foodborne illness (such as Norovirus, Salmonella, Shigella, E. coli 0157:H7 or Hepatitis A) or sudden onset of vomiting or diarrhea, from the establishment.
- Exclude or Restrict employees from working with exposed food or clean equipment, utensils, linen, and unwrapped single service and single-use articles when the following symptoms are present:
 - 1) Vomiting
 - 2) Diarrhea
 - 3) Jaundice
 - 4) Sore throat with fever
 - 5) Open/drainning lesions

****GOOD HYGIENIC PRACTICES AND TEMPERATURE CONTROL ARE OF EXTREME IMPORTANCE TO PREVENT FOODBORNE ILLNESS!**

FOOD PREPARATION AND FOOD HANDLING



- Bare hand contact with ready-to-eat food is prohibited. Food handlers should limit direct hand contact with all foods as much as possible with the use of tongs, deli tissues, gloves, and other utensils.
- All food preparation and contact surfaces must be of a safe design with durable, smooth, and easily- cleanable surfaces.
- Food must be thawed, reheated, and cooled using procedures approved in the Food Code.

FOOD AND CONDIMENT DISPLAY

- Condiment stations must be located in an area where they are constantly monitored.
- All foods on display shall be covered or individually packaged and meet appropriate temperature requirements.
- All food must be protected from customer handling, coughing or sneezing, and other contamination by wrapping, sneeze guards, or other effective means.
- The public is not allowed to serve itself from opened and uncovered containers of food.
- Sugar, ketchup, mustard and other condiments must be individually packaged or dispensed from closed squeeze, pour, or pump type dispensers.



COOKING AND STORAGE TEMPERATURES

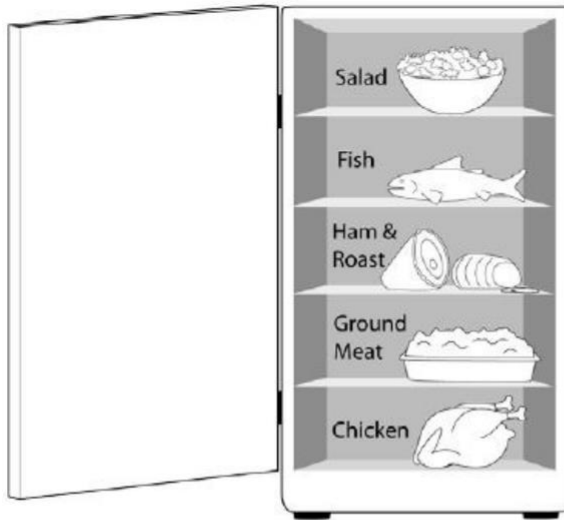
Hold all temperature controlled foods in refrigeration at 41°F or less or hold at 135°F or higher by other means. All cooling units must be equipped with an accurate, easily -visible thermometer. An accurate metal stem food thermometer must be provided to check storage and cooking temperatures. Cooking temperatures for meat products and reheating must be as follows:

Poultry and Ground Poultry	165°F
All other Ground Meat	155°F
Pork or Fish	145°F
Whole Muscle Beef	145°F
Reheated or microwaved items for Hot Holding	165°F
Properly Cooked Foods Hot Holding	135°F or above
Cold Holding	41°F or lower



*If raw or undercooked animal foods such as meat, eggs, or fish are served, a consumer advisory as required by the Food Code must be conspicuously posted or included in the menu.

Proper Refrigerated Storage



	Cooking Temp.
Ready to eat items	
Fish	145°F
Beef/Pork Roasts	145°F
Ground meat	155°F
Poultry	165°F

Remember this.... The higher the cooking temperature of the food, the lower it should be stored on the shelves.

THERMOMETERS

- Thin tip probe thermometers are required to monitor food cooking and holding temperatures.



COOKING, PREPARATION AND SERVICE UTENSILS

- All equipment and cooking utensils must be maintained in a sanitary manner.
- A three compartment operation may be required for washing, rinsing and sanitizing. This requirement may be waived depending on the menu and the number of utensils being utilized by the operator.



EATING AND DRINKING UTENSILS

- Use disposable single-service plates, cups and utensils.
- If approved, reusable eating or drinking utensils (such as commemorative cups) must be washed, rinsed, sanitized and air dried using clean hot water and three basins large enough for immersion of the dishes prior to re-filling.

FOOD AND FOOD CONTACT ITEM STORAGE

- All food supplies and food contact items shall be stored off the ground, and shall be properly covered to be protected from dust, rain or other contamination.
- Potentially hazardous foods must meet temperature requirements as previously stated.
- Leftover cooked food must be discarded at the end of each day and cannot be reused.



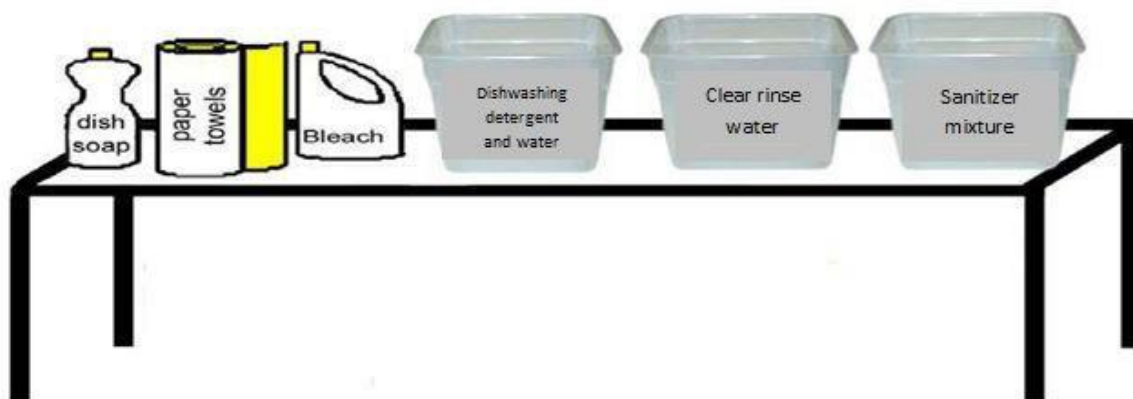
WAREWASHING, SANITIZERS AND WIPING CLOTHS

- Chlorine bleach or another approved sanitizer should be used for warewashing and wiping cloths.
- Wiping cloths should be used for wiping counters, tables and other food contact surfaces. Cloths are to be rinsed frequently and stored in a clean sanitizer solution between uses.
- Chlorine sanitizer should be mixed to 50ppm-100ppm, quaternary ammonium sanitizers should be mixed to 200ppm or as specified on manufacturer's instructions. All other sanitizers must be mixed to manufacturer's specifications.
- Test strips are required for checking sanitizer levels.
- Change sanitizing as often as needed to maintain the solution in a clean condition.



WAREWASHING (utensil washing)

- Three 5-gallon (minimum) containers of water large enough to fit largest utensil.
- First container should contain soapy water for washing. Second container should contain fresh clean water for rinsing. Third container should contain a sanitizer & water solution for sanitizing.
- Change container contents as often as needed to maintain the water and solutions in a clean condition.
- Allow utensils to thoroughly air dry prior to storage or re-using.



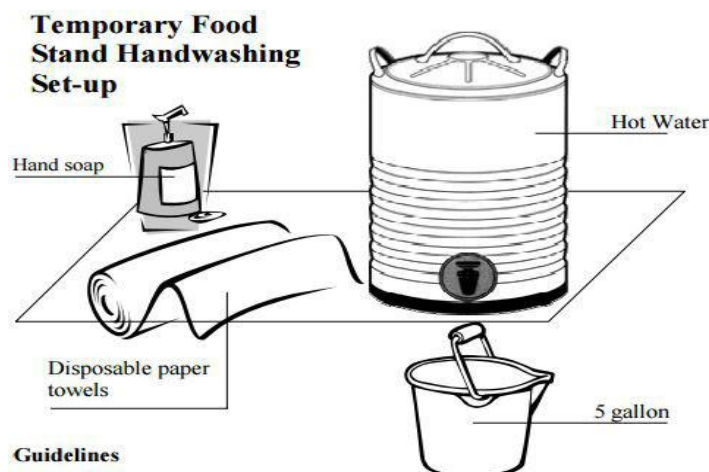
HANDWASHING

***HANDWASHING STATIONS AND SANITIZER BUCKETS WITH WIPING CLOTHS MUST BE SET UP AND USED PRIOR TO ANY FOOD HANDLING, PREPARATION, OR SALES.**

Hands must be washed at the designated handwashing station as frequently as necessary to maintain good sanitation. Always wash hands before beginning work and after going to the restroom, eating, taking breaks, handling garbage, handling raw meat, or using tobacco products.

HANDWASHING STATION REQUIREMENTS

1. Set up an accessible and functional handwashing sink within the perimeter of every business selling, serving, or providing food or beverages. Grill areas that are separate from other food handling areas should have a separate handwashing station. If only pre-packaged food products are sold, handwashing facilities are not required, i.e., canned pop, boxed candy, packaged snack foods.
2. Do not use handwashing facilities for the cleaning of equipment, storage of wiping cloths, or the disposal of liquid waste.
3. Protect all food products, cooking equipment and serving utensils from splash or spillage caused by handwashing.
4. Provide disposable paper towels with each handwashing facility, and properly dispose of after being used.
5. Any one of the following set-ups can be used as a handwashing facility in a temporary stand setup:
 - Portable commercial hand sinks that produce water flow within 10 seconds of activating a hand pump or opening a dispensing valve. Provide soap from a sanitary dispenser and paper towels.
 - Maintain a minimum of **2 gallons per person (every 4 hours)** of potable water in a container, or containers, capable of dispensing water through a valve or spout. This valve or spout shall enable a constant flow of water when opened. The waste water shall be collected in another container and disposed of in a sanitary sewer.
6. An accessible hand sink shall accompany any toilet utilized by food handlers. Soap from a sanitary dispenser and disposable single-use towels shall be provided. The sink shall be used for handwashing only. Handwashing facilities shall be checked regularly for adequate soap, towels, and water



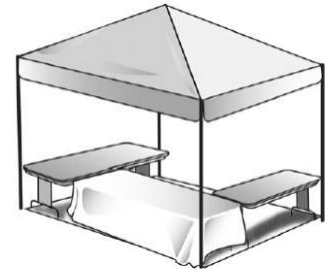
WASTE WATER AND GARBAGE DISPOSAL

- Disposed of waste water in an approved manner.
- Water or melting ice shall not create a wet or muddy area around the stand.
- Provide an adequate number of covered trash containers at each stand.
- It is the responsibility of the food stand operator to keep the area around their stand free of food scraps, paper and other trash.



STAND CONSTRUCTION

- Construct food and beverage stands with overhead shelter to protect food.
- If required, provide side screening to protect from insects, dust, and weather.
- If required, construct floors with wood, asphalt, rubber or plastic mats to control dust, mud, and insects.
- Provide adequate lighting, and shield lights above exposed food preparation areas with shatterproof materials.



OPERATING A TEMPORARY FOOD STAND WITHOUT A LICENSE

- A Temporary Food License must be obtained prior to set up and serving, selling or providing food at a temporary event.
- Food vendors that are operating without proper licensure will be required to stop serving food while a temporary food license application is filled out and an inspection is conducted at the food stand.
- A double license fee will be collected for each food stand operating without an appropriate license.
- Mobile Food Units operating outside the scope and requirements of their license will be required to cease operating. They will have the option to fill out a Temporary Food License application and pay a double fee for operating without an appropriate license.

QUESTIONS

For questions- contact your Regulatory Authority

Or visit our website: <https://dia.iowa.gov/>

Temporary Food Vendor Checklist

1.	Have proper Permits/Licenses been obtained prior to the event?	Yes	No
2.	Is there a designated person who will be in charge? Are they knowledgeable of Temporary Food License and Food Safety Rules and Regulations? Have they read the Temporary Food Service and License Guide?	Yes	No
3.	Is there an employee/volunteer log book available to track who is working at the event?	Yes	No
4.	Is the food being served at the event also prepared the day of the event in the licensed food stand, or prior to the event in the Temporary Food License holder's <i>licensed kitchen</i> (off site from the event)? Food item receipts/invoices will be made available upon inspector request.	Yes	No
5.	During the Event- will water be received from, and disposed of, according to law?	Yes	No
6.	Is an approved hand washing station set up in the permit holder's designated food stand prior to any food preparation?	Yes	No
7.	Is food and equipment stored off the ground/floor during the event?	Yes	No
8.	Is proper equipment available onsite to maintain hot (>135° F) and cold (<41° F) food temperatures?	Yes	No
9.	Does the person in charge have proper thermometers available to monitor food cooking and holding temperatures during the event?	Yes	No
10.	Are adequate warewashing facilities, sanitizer, and sanitizer test kits available in the food stand? Single service items are required for customers (plates, cups, silverware).	Yes	No
11.	Will leftover food that was hot held during the day be discarded?	Yes	No
12.	Questions? Please contact your Food Safety Inspector .		

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2022 RAGBRAI Overnight Town Contacts	
CITY	Contact Information
(Start town) Sergeant Bluff	Siouxland District Health Department www.siouxlanddistricthealth.org Phone: 712-279-6119 Email: sdhd@siouxlanddistricthealth.org
Ida Grove	Buena Vista County Health Department http://www.bvcountyiowa.com/index.php/environmental_health Phone: 712-749-2555 Email: kjohnson@bvcountyiowa.com
Pocahontas	Buena Vista County Health Department https://buenavistacounty.iowa.gov/index.php/environmental_health Phone: 712-749-2555 Email: kjohnson@bvcountyiowa.com
Emmetsburg	Siouxland District Health Department www.siouxlanddistricthealth.org Phone: 712-279-6119 Email: sdhd@siouxlanddistricthealth.org
Mason City	Cerro Gordo Public Health Department https://cghealth.com/topics/inspections/ Phone: 641-421-9301 Email: dreis@cghealth.com
Charles City	Department of Inspections and Appeals https://dia.iowa.gov/ Phone: 515-238-1030 or 515-281-6538 (for licensing) Email: heather.gordon@dia.iowa.gov
West Union	Black Hawk County Health Department http://ia-blackhawkcounty.civicplus.com/279/Food-Inspections Phone: 319-291-2413 Email: publichealth@blackhawkcounty.iowa.gov
(End Town) Lansing	Department of Inspections and Appeals https://dia.iowa.gov/ Phone: 515-732-2852 or 515-281-6538 (for licensing) Email: Valerie.wilberding@dia.iowa.gov

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Electrical Service Request



Contact Name	
Phone Number	
Vendor Name	
Mailing Address	
Email Address	

Primary Use:

<i>Item</i>	<i>Quantity</i>
<input type="checkbox"/> Lighting	_____
<input type="checkbox"/> Refrigeration	_____
<input type="checkbox"/> Coffee maker	_____
<input type="checkbox"/> Fountain Pop machine	_____
<input type="checkbox"/> Roaster	_____
<input type="checkbox"/> Crock pot	_____
<input type="checkbox"/> Frying pan	_____
<input type="checkbox"/> Other (please list)	_____
_____	_____
Approximate # of outlets	_____

List of other items:

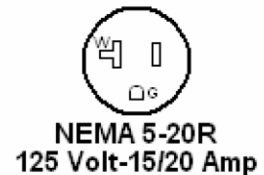
Please return this form by **June 1** to:
Clarissa McPherson
Iowa City/Coralville Area Convention & Visitors Bureau
900 1st Ave/Hayden Fry Way
Coralville, IA 52241

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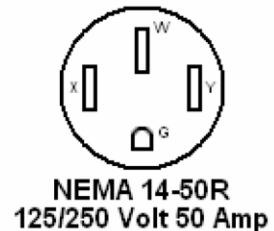
Electrical Power Stations for RAGBRAI Tipton 2008

The Tipton electric department, working with the RAGBRAI Electrical Committee and other Tipton RAGBRAI Committees, plans to provide safe, durable electrical connection pedestals wherever they may be needed for this event.

Standard electrical receptacles will be 120 volt, 20 Amp GFCI protected outlets. Either 15A or 20A plugs may be connected to these receptacles. All plugs connected should be of the grounding variety unless they attach directly to a double insulated appliance. Please note, any neutral/ground wiring conflict within an appliance or connecting cord will cause these receptacles to trip. This is a NEMA 5-20R receptacle.



Where other Tipton RAGBRAI Committees determine power connections of greater than 20 amps or 120 volts will be required, 120/240 volt, 50 Amp non-GFCI protected outlets will be provided. These outlets are primarily for trailers, motor homes, cooking facilities, large chillers, or portable plug and cord connected load centers. All cords plugged into these outlets must be equipped with a grounding circuit. Portable plug and cord connected load centers must provide GFCI protection. This is a NEMA 14-50R receptacle.



Note: W = Neutral
G = Ground

The Electrical Committee will consider providing other connections, within limits, if the Committee considers the request appropriate, safe, in compliance with national and local codes, and the request, with specific location, is made well in advance of the construction of these facilities.

John C. Packwood
Chairman, Electrical Committee.

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Checklist of Vendor Requirements (sample) (CD)

**VENDOR REQUIREMENTS
CHECKLIST**

ORGANIZATION	VENDOR FEE	LIABILITY INSURANCE	INSPECTION FEE	SALES TAX	ELECTRIC NEEDS	FINAL MENU	BOOTH #
Vendor Name 1							
Vendor Name 2							
Vendor Name 3							
Vendor Name 4							
Vendor Name 5							
Vendor Name 6							
Vendor Name 7							
Vendor Name 8							
Vendor Name 9							
Vendor Name 10							
Vendor Name 11							
Vendor Name 13							
Vendor Name 14							
Vendor Name 15							
Vendor Name 16							
Vendor Name 17							

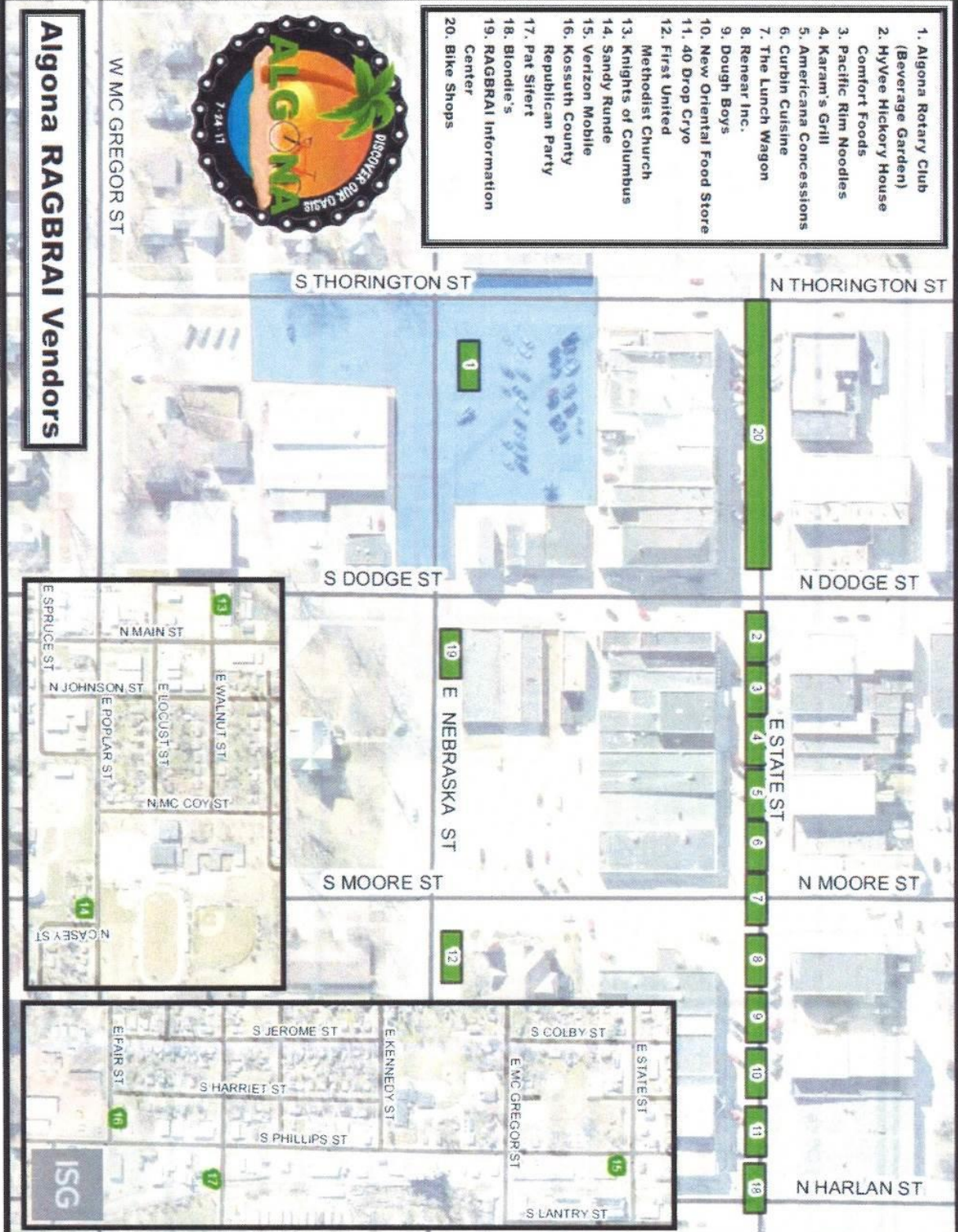
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Vendor List with Food Items (sample)



Algona RAGBRAI Vendors

1. Algona Rotary Club (Beverage Garden)
2. HyVee Hickory House Comfort Foods
3. Pacific Rim Noodles
4. Karam's Grill
5. Americana Concessions
6. Curbin Cuisine
7. The Lunch Wagon
8. Renear Inc.
9. Dough Boys
10. New Oriental Food Store
11. 40 Drop Cryo
12. First United Methodist Church
13. Knights of Columbus
14. Sandy Rande
15. Verizon Mobile
16. Kosuth County Republican Party
17. Pat Siferit
18. Blondie's
19. RAGBRAI Information Center
20. Bike Shops



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Vendor List with Food Items (Eldora 2015)

1	RAGBRAI Merchandise	
2	Craft Beer Tent	
Star	North Beer Tent	
Star	South Beer Tent	
TIX	Beer Ticket Sales	
ID	Wristband ID Station	
3	Afternoon Entertainment Stage	
4	Masonic Lodge	Pork Loin
5	Renear Inc	Greek Gyro/ChickenVeggieCurry/Baklava
6	Thelma's	Homemade Ice Cream Sandwich
7	Eldora Lions	Brisket/Chicken/Wheely Fries
8	Americana Concessions	Giant Tenderloins/Footlongs/Hamburgers
9	Ackley Heritage Center	Funnel Cakes
10	Homefield Pizza	Pizza/Cheesesticks/Mini donuts
11	Pacific Rim Noodle	Veggie Noodle Bowl
12	Pacific Rim Kettle	Kettle Corn/Smoothies/Shaved Ice
13	Butts N Buns BBQ	Pork & Chicken BBQ Sandwiches
14	Eldora Kiwanis	Funnel Cakes
15	Outside Scoop	Ice cream
16	Townhouse Tenderloins	Voted Iowa's #1 Tenderloin
20	Tacqueria Guerrero	Burritos
21	University of Iowa	Mobile Museum
25	Veteran's Memorial Park	Quilt Raffle Fundraiser
28	Jose's Tacos	Taco's/Burros/Philly's
29	Funkier Bike Apparel	Clothing
30	Verizon	Sales and Service
31	Ellsworth Community College	
32	Eagles 4-H Club	Schwan's Ice Cream
37	Karam's Grill	Gyro's
44	Bike Vendors	(South side of Edgington Ave (Square)
45	Bike Vendors	(N/S sides of Edgington PO Block)
46	Bike Vendors	(E/W sides of Washington block)
?	Eldora Information Booth (Use (?) icon)	Corner of Washington and Edgington under stop light)
47	St. Paul Lutheran Church	Hot Beef Super Stacker/Pie
48	St Mary's Catholic Church	Chicken N Noodles Dinner/Ice Cream
49	Eldora Fire and Rescue (station)	Walking Tacos/Ice
50	Farm Museum (N of town)	Beef N Noodles Dinner/Pie
51	Eldora Kiwanis (Fairgrounds)	Pulled Pork/Walking Tacos/Salads/Breakfast
52	Methodist Church	Spaghetti Dinner/Pie
53	Hardin County Fair (Fairgrounds)	Hot Beef Dinner/Beverage Garden
54	South Hardin Trap (AME)	Pork Burgers/Brisket/Homemade Ice Cream
55	8 th Grade DC Fundraiser (Fareway parking lot)	Pulled Pork
56	South Hardin Boosters (High School)	Baked Potato Bar/Fruit cups/Blizzard/Breakfast
57	Iowa River Trail (next to HyVee trail)	Bicycle Give Away/Donation for Trail/Info
58	Global Compassion Network	Home Safety Display (Anderson Dentistry)
59	Disaster Relief Baptist Convention of Iowa	Laundry and Showers (HyVee)

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Iowa Department of Revenue and Finance
Sponsor Report Form – Sample from 2010

IOWA DEPARTMENT OF REVENUE
SPONSOR REPORT

Event Name RAGBRAI XXXVIII

Assignment Nbr: 19506

Location: Sioux City to Dubuque

Event Start Date: 7/24/2010 Through the Event End Date: 7/31/2010

Please list ALL participating vendors. ALL information is REQUIRED.

Vendor Name: _____	Phone Number: _____
Business Name _____	
Address: _____	IA Sales Tax Number: _____
City, State Zip: _____	

Vendor Name: _____	Phone Number: _____
Business Name _____	
Address: _____	IA Sales Tax Number: _____
City, State Zip: _____	

Vendor Name: _____	Phone Number: _____
Business Name _____	
Address: _____	IA Sales Tax Number: _____
City, State Zip: _____	

Vendor Name: _____	Phone Number: _____
Business Name _____	
Address: _____	IA Sales Tax Number: _____
City, State Zip: _____	

Vendor Name: _____	Phone Number: _____
Business Name _____	
Address: _____	IA Sales Tax Number: _____
City, State Zip: _____	

Vendor Name: _____	Phone Number: _____
Business Name _____	
Address: _____	IA Sales Tax Number: _____
City, State Zip: _____	

Vendor Name: _____	Phone Number: _____
Business Name _____	
Address: _____	IA Sales Tax Number: _____
City, State Zip: _____	