



# Vendor Information Packet

Thank you for expressing interest in being a vendor during the town's celebration for the bike ride across Iowa. This letter is designed to answer some of your questions and assist you in filling out the application. We are very excited about this event coming to Sergeant Bluff on Saturday, July 23, 2022 and are expecting over 20,000 to spend the night in our town. It is our job to feed all the participants.

**FEES:** There will be a \$300 fee for non-profit and \$500 fee for for-profit entities wishing to be vendors. Large food trucks may incur an additional \$75 fee. Fees must be paid before any organization is considered to be a vendor during this event. As part of this fee, vendors will be listed on a map that is also available online. There is a refundable \$100 deposit due before being considered as a vendor. Applications, proof of liability insurance, licenses, applicable permits, and payments must be received no later than June 1.

**LOCATIONS:** Most of the vending will be set up in the D Street and Fourth Street area. A small group of vendors might be set up in a second space in the main campground area, contingent on staffing capabilities, food offerings, and Sunday breakfast. You will be assigned space approximately 10'X15'. If additional space is required, please contact the food vending committee. The committee will provide a map of your location before July 22<sup>nd</sup>.

**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. Please list your prices on your application.

**FOOD SAFETY:** Food safety is very important. Contingent on your approval as a vendor, a Temporary Food Service Establishment License application will need to be completed and sent to Siouxland District Health along with the required fee no later than June 1. The application and all requirements must be met before District Health approves your food service. It is attached to this document and can also be found at [www.sioxlanddistricthealth.org](http://www.sioxlanddistricthealth.org). Once on the website, click on Food Permits, then select Temporary Food Stands to download the Temporary Food Stand License Application. The Environmental Health Division at Siouxland District Health will inspect all food vendors prior to opening for business.

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

**HOURS:** RAGBRAI participants will start arriving at 10:00am with most arriving by 2:00pm. All food vendors must be set up by 8:00am. 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 10:30pm and will not be allowed to break down prior to that time. If you are interested in being a food vendor Sunday morning for breakfast, expect a very early start (5:00am) with most participants leaving town before 10:00am. Indicate on your application if you are interested in being a vendor on Sunday (at no additional cost).

**ELECTRICITY (OPTIONAL):** Please indicate on your application form if you will need electricity. There will be a \$100 Electric Hookup charge for vendors requiring standard electricity service. In addition, an Electrical Service Request form must be completed and submitted with the Vendor Application (prior to June 1) to be considered for electrical service.

**GOING GREEN:** All vendors are encouraged to serve their food on eco-friendly biodegradable products. These products include plates, wrappers, cups, straws, and flatware. No glass containers will be permitted.

**CLEAN UP:** All vendors must 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 10:30pm on Saturday, July 23 or until after 10:00am on Sunday, July 24 if you are a Sunday morning vendor. The \$100 deposit will be refunded upon verification that the vendor complied with their vendor permit and the assigned booth space is returned clean and all of the vendor's property has been removed.

**SIGNAGE:** Vendors are responsible for having easy to read signs that include menu items and prices. Vendors are not permitted to use the name RAGBRAI® on signs or utilize the RAGBRAI® logo; you will receive an official RAGBRAI® vendor sign prior to serving. Also, consider having a sign to put up if or when you might run out of food.



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**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 Sergeant Bluff Vendor Committee, P.O. Box 703, Sergeant Bluff, Iowa 51054. Email address is [vendorcomm@cityofsergeantbluff.com](mailto:vendorcomm@cityofsergeantbluff.com). The applicable fees can be paid via check and made out to "Sergeant Bluff RAGBRAI® 2022". The Temporary Food Service Establishment License Application and fee should be sent to Siouxland District Health Department. You can contact them at 712-279-6119 with any questions regarding the temporary license.

Food items that go over well with RAGBRAI® riders include; lasagna with meat, spaghetti with meat, BBQ, grilled chicken, corn on the cob, ethnic foods, pies, ice cream, and vegetarian options. Grab and go items work best for Sunday morning breakfast such as muffins, breakfast burritos, and bananas. Try to avoid items such as ham, brats, hot dogs, and hamburgers. These will be served in the pass-through towns.

We want this to be a successful event for everyone.

Please be aware cell service during the weekend may be intermittent due to high volume.

The sale of food, services or other merchandise to the public without a Sergeant Bluff Vendor Permit will be considered a violation of Sergeant Bluff City Ordinance # 724. Violators will be subject to booth closure and possible monetary fine.

**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

Vendor Application and applicable Fees

Electrical Service Request Form

Proof of Liability Insurance

Temporary Food Service Establishment License (acquired from Public Health)

Sales Tax Permit (*not required for non-profit, civic, and fraternal organizations- contact the Iowa Department of Revenue for questions regarding sales tax status*).

ALL APPLICATIONS, FEES AND REQUIRED DOCUMENTS MUST BE RECEIVED BY **JUNE 1, 2022** TO BE CONSIDERED AS A VENDOR. PLEASE SUBMIT TO:

**SERGEANT BLUFF VENDOR COMMITTEE**

**PO BOX 703**

**SERGEANT BLUFF, IA 51054**



# Vendor Application

For-Profit

Non-Profit  Food Truck

Company Name/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Sales Tax Permit # or Fed ID # or SSN \_\_\_\_\_

## 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 that you plan to serve on a separate sheet.

First Item _____	Price _____	Second Item _____	Price _____
Third Item _____	Price _____	Fourth Item _____	Price _____
Fifth Item _____	Price _____	Sixth Item _____	Price _____

## LOCATION:

Location Preference\*: \_\_\_\_\_ Will you be on your own property? Yes  No

Are you interested in setting up a second location by the campground area or for Sunday Morning? **No** additional vendor fee is required\*. Please indicate below the type product or service for the secondary location. Yes  No

**\*Committee will make the final decision on assigning primary location and/or a secondary location**

First Item _____	Price _____	Second Item _____	Price _____
Third Item _____	Price _____	Fourth Item _____	Price _____

## ELECTRICAL:

Will you require electricity? Yes  No

If yes, please fill out the Electric Service Request. Note: There is an additional \$100 charge for electrical service.

## APPLICATIONS ARE DUE BY JUNE 1, 2022

Your application will not be processed unless the Vendor Application, Electrical Service Request (if applicable), applicable vendor fee as listed in application packet including \$100 deposit and proof of liability insurance coverage are enclosed. A Temporary Food Service Establishment License application must be submitted to Siouxland District Health and subsequent license acquired. Please send the above information to:

**SERGEANT BLUFF VENDOR COMMITTEE  
PO BOX 703  
SERGEANT BLUFF, IA 51054**



# Electrical Service Request

Company Name/Organization \_\_\_\_\_

Electrical Service is an option and does require an additional fee. This form, along with the Vendor Application, and associated fees, must be received by June 1, 2022 or no provisions will be made or allowed. All items are limited to 120 volt regular current, unless otherwise noted below. Please understand that we may have to place a restriction on how much power is available upon receiving the total loads. Thank you for your cooperation.

**Primary Use:**

ITEM	QTY
<input type="checkbox"/> Lighting	_____
<input type="checkbox"/> Refrigeration	_____
<input type="checkbox"/> Coffee Maker	_____
<input type="checkbox"/> Fountain Soda Machine	_____
<input type="checkbox"/> Roaster	_____
<input type="checkbox"/> Crock Pot	_____
<input type="checkbox"/> Frying Pan	_____
<input type="checkbox"/> Microwave	_____
<b>Other:</b>	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	

Number of Outlets? \_\_\_\_\_

Size of Service Needed/Specific Request:  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATIONS ARE DUE BY JUNE 1, 2022.** Please send your Electrical Service Request along with your Vendor Application, applicable fees and other required documentation to:

**SERGEANT BLUFF VENDOR COMMITTEE  
PO BOX 703  
SERGEANT BLUFF, IA 51054**