



## ALGONA RAGBRAI® Vendor Application Checklist

*Want to be a vendor when the riders come through Algona? The following items must accompany your vendor application form.*  
**Vendor forms are due by June 1.**

- 1. **ELECTRICAL NEEDS** – Complete the Electricity Service Request Form and include an additional \$150 fee, if electricity is needed.
- 2. **APPLICATION AND VENDOR FEE** – A check for the full amount of your total vending fee must be included with your application. Make checks payable to Algona RAGBRAI. For Profit fee is \$700 and Non-Profit fee is \$300.
- 3. **CLEAN-UP DEPOSIT** – Include a separate check of \$100, for the refundable cleanup deposit.
- 4. **PROOF OF INSURANCE** – Include proof of liability insurance.
- 5. **FOOD LICENSE**– All food vendors are required to obtain and provide proof of appropriate food license. An application for the Temporary Food Establishment License through the Iowa Department of Inspections and Appeals must be submitted to their office with the appropriate fee. A copy of this application will need to be submitted with our Algona RAGBRAI® Vendor Application for processing. Once you receive the Temporary License from the State, a copy of it will need to be provided as well. License applications, requirements and contacts can be found at <https://dia.iowa.gov/food-consumer-safety>. All applications should be sent to the address on the food license application form. Penalties will be assessed by Iowa Department of Inspection and Appeals if food license application is not submitted prior to the event.
- 6. **SALES TAX PERMIT**- Vendors with for-profit companies must obtain an Iowa Sales Tax Permit. Contact the Iowa Department of Revenue and Finance for more information.

**Please make checks payable to: Algona RAGBRAI®**

RAGBRAI® occurs regardless of weather, therefore no refunds will be given due to weather. The Vendor Committee reserves the right to deny any application based on need, space availability and/or vendor intent. **For application questions please call Sandi Dahlhauser at 515-320-3246.**