



Algona RAGBRAI® Prospective Food Vendor / Non-Food Vendor Letter

Thank you for your interest in being a vendor for RAGBRAI® when riders come to Algona on Monday, July 24, 2017. With the potential of 14,000 participants and support personnel entering our community, it is up to us to feed and supply them with what they need. This will be no small undertaking, and will require a collective effort from profit and non-profit entities to be successful. Local RAGBRAI® organizers want to help all potential vendors have a profitable experience, with a hope that the majority of the money will stay within our own community. For this reason the vendor committee will evaluate applications for similarities amongst vendors, with a priority given to local vendors.

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

FEES: There will be a \$300 fee for non-profit and a \$700 fee for profit entities that want to be vendors as well as a separate check of \$100 for a clean-up deposit. Fees must be paid in full before an organization is permitted to be an Algona RAGBRAI® vendor. As part of this fee, vendors will receive advertising in an information packet distributed to the riders in the previous overnight town. Vendor spaces and fees apply to each 10'W x 15'D space required. More than one space may be purchased. Please indicate additional spaces on the submission form.

DEADLINE: Applications, proof of liability insurance and electrical service request form must be received **no later than June 1.**

ELECTRICITY: Electricity is an additional item and has a separate fee of \$150 for standard electrical 120 volt, 20-amp. An additional \$50 may be assessed if you require 50 amp hookup. To accommodate this, you must list your electrical needs and uses on the Electrical Service Request Form and submit it with the application. Each vendor is responsible for providing their own power cords. Algona RAGBRAI® committee **WILL NOT** provide power supply cords.

PRICING: It will be up to each group to set its own 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 vendor application.

FOOD SAFETY: 2017 RAGBRAI® FOOD LICENSE REQUIREMENTS

When is a license needed?

- When providing unpackaged food or beverages to the public. Examples- tacos, burgers, lemonade, BBQ, etc.
- When providing commercially prepared pre-packed food or beverage that requires temperature control for safety. Examples- ice cream bars, milk, yogurt, etc.

- When providing cut fruits that require temperature control for safety- Examples- cut watermelon, cantaloupe, and honeydew melons.

When is a license not needed?

- When providing commercially prepared pre-packed food or beverage that does not require temperature control for safety. Examples- bottled sodas, packaged candy, packaged chips, packaged granola bars, etc.
- When providing whole, uncut fruits and vegetables

WHO MUST BE LICENSED?

- For profit organizations and individuals
- Non-profit organizations who do not meet exemption requirements

Non-Profit License Exemptions: Premises regularly used by a nonprofit organization which engages in the serving of food on the premises as long as the following restrictions are not exceeded:

- Does not serve food more than one day per calendar week.
- Twice per calendar year – may serve to the public up to 3 consecutive days
- May use another nonprofit organization’s premises, not more than twice per year for one day, to serve food.

NOTE: Food Vendors are responsible for applying for and obtaining their license. (City organizers may not issue food licenses to sell food- only permits to operate in the city.)

https://dia.iowa.gov/sites/default/files/documents/2017/03/2017_ragbrai_food_license_requirements.pdf

Applications and fees should be sent to:

**Iowa Department of Inspections and Appeals
Food & Consumer Safety Bureau
321 East 12th Street
Des Moines, IA 50319-0083**

Phone number: (515) 281-6538

You can contact Barry Phillips at (515) 250-9165 with any questions regarding the temporary license. The application, fee and all other requirements must be met before Public Health approves you for food service.

INSURANCE: All vendors are required to show proof of liability insurance (in the amount of 1 million dollars).

TEMPORARY SALES TAX PERMITS: 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. Those vendors who fail to do so before arrival will be issued a form for a Temporary Sales Tax Permit and our committee will submit a vendor report at the end of the event.

HOURS: Some participants could start filtering into our community by 10 A.M. with the majority arriving between 2 and 4 P.M. It is for this reason all vendors are required to be completely set up by 8:00 A.M. This will allow the Department of Inspections and Appeals to complete required inspections. You should plan on being open until 10 P.M. on Jul 24, 2017, and will not be allowed to tear down before that time.

GOING GREEN: All vendors are encouraged to use eco-friendly biodegradable products. We will work with the Sanitation & Recycling Committee to recycle cans and plastics, so please plan accordingly to eliminate waste.

CLEAN UP: It will be your responsibility to clean up your designated areas prior to your departure. Trash and recycling receptacles will be available to help you accomplish this. Vendors will not tear down and clean prior to 10:00 P.M. on Monday, July 24, 2017. Once your area has been cleaned, an Algona RAGBRAI® representative will inspect the site and, if approved, will return the \$100 deposit.

SIGNAGE: Vendors are responsible for their own signs and are not permitted to use the name RAGBRAI® on their signs. The committee recommends printing neat, easy to read signs that include menu items and prices. It is also recommended to have a sign to put up if or when they run 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 food borne illness outbreak is necessary.

ADDRESS: All applications and vendor fees should be mailed to:

Algona RAGBRAI®
ATTN: Sandi Dahlhauser
515 South Harriet Street
Algona, Iowa 50511

This includes the vendor fee and electrical fee as needed, and a separate check for the clean-up deposit. All checks should be made payable to Algona RAGBRAI®.

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, vendor location and other operational information and it is very important that you attend. More details will be given when the time approaches.

The food vendor committee recommends that every organization take enough time planning for this event. It further recommends that each group projects how much it plans to serve carefully.

SUBMISSION: All required documents must be submitted no later than June 1, 2017.

Summary of Requirements:

- **Vendor Application (with associated fees)**
- **Electrical Service Request Form (with associated fees)**
- **Vendor Fee Payment**
- **Clean-Up Deposit**
- **Proof of Insurance (in the amount of 1 million dollars)**
- **Temporary Food License (as applicable)**
- **Sales Tax Permit (as applicable)**