

Vendor Information Packet

Thank you for expressing interest in being a vendor for the 2023 RAGBRAI Exp/Kick off in Sioux City on July 22, 2023. Below you will find information to assist you in filling out your vendor application.

OVERVIEW: Applications, proof of insurance, licenses, applicable permits and payments must be completed by June 1, 2023 to secure your vendor spot. Each official vendor will appear on the RAGBRAI map available online.

FEES: **Must** be paid in full before any organization can be a confirmed vendor.

- Non-Profit Food Vendors | \$300 fee + \$100 Cleaning Deposit + Temporary Food License + Electric Hook Ups
- For-Profit Food Vendors | \$700 fee + \$100 Cleaning Deposit + Temporary Food License + Electric Hook Ups
- Non-Profit Retail Vendors | \$150 fee + \$100 Cleaning Deposit + Temporary Food License + Electric Hook Ups
- For-Profit Retail Vendors | \$300 fee + \$100 Cleaning Deposit + Temporary Food License + Electric Hook Ups
- Current Sioux City Farmers Market Vendors | \$150 + \$100 Cleaning Deposit

LOCATIONS: All Saturday vendors will be set up on the Tyson Event Center | Long Lines Family Rec Center Campus. Sunday vendors will be set up at the Main Campgrounds.

BOOTH SIZE: A 10x10 space will be dedicated to each non-food vendor, adequate space will be designated for mobile food trucks, if you need more space additional fees may be required.

PRICING: All prices will be determined by your organization. Menus & pricing are required on each application & will be shared with all vendors at the vendor meeting.

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

LICENSE: The Temporary Food Service Establish License Application and fee should be sent to Siouxland District Health Department no later than June 1, 2023. All vendors will be subject to an inspection Saturday morning.

HOURS: RAGBRAI participants & teams will begin arriving at 12:00pm with most arriving by 4:00pm on Saturday July 22. All food vendors are subject to an inspection Saturday morning. The bulk of sales will be from 3:00pm – 10:00pm. No vendor is too close before 10:30pm. Sunday vendors will be active from 5:00am – 10:00am.

ELECTRICITY: Please indicate any electrical needs on the Electrical Service Request form. There is a \$100 Electric Hook Up Charge for 120 Volt. \$125 Charge for 220 Volt. Please note extension cords are not provided by the RAGBRAI committee.

GOING GREEN: All vendors are encouraged to serve their food in eco-friendly biodegradable containers.

CLEAN UP: All vendors are responsible for maintaining & properly cleaning their designated area. Trash cans will be provided to help. The \$100 deposit will be returned upon verification & inspection of area.

SIGNAGE: Vendors are responsible for having easy to read signs that include menu & pricing. Vendors are not permitted to use the name or logo RAGBRAI on any of their signage. You will receive an official RAGBRAI vendor sign Saturday morning.

WORK LOGS: Logs must be kept of all workers in temporary food stands, voluntary or note for at least 30 days after the event in case a follow-up is necessary due to a foodborne illness.

OTHER NOTES:

The sale of food, services or other merchandise to the public without a Sioux City Vendor Permit. Violators will be subject to both closure and a 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 will cover parking, set up, and other operational information. You or an organization representee must be present.

OVERVIEW:

- Vendor Application
- Deposit
- Fees
- Electrical Service Request Form
- Proof of Liability Insurance
- Temporary Food Service Establishment License
- Sales Tax Permit (not required for non-profit, civic, or fraternal organizations | contact the Iowa Department of Revenue for questions regarding sales tax status)

PLEASE SUBMIT ALL APPLICATIONS, FEES & REQUIRED DOCUMENTS by June 1, 2023

Attn: Kathleen Vondrak

Sioux City Vendor Committee

401 Gordon Drive

Sioux City, IA 51103

scragbraifb2023@gmail.com | 712-301-8883

Checks Can Be Made Out To: **City of Sioux City**

Company Name/Organization _____

<input type="checkbox"/> Non-Profit Food	<input type="checkbox"/> For-Profit Food	<input type="checkbox"/> Non-Profit Retail	<input type="checkbox"/> For-Profit Retail
\$300	\$700	\$150	\$300

Contact Person _____

Mailing Address _____

City/State/Zip _____

Phone _____ Email _____

Sales Tax Permit / Fed ID # / SSN _____

Mobile Food Unit Dimensions _____

Overview of Products or Services

Electrical Needs

Will you require electricity? Yes No

If yes, please fill out the Electric Service Request. Additional \$100 charge for 120 Volt | \$150 for 220 Volt

Proof of Liability Insurance

All vendors are required to show proof of liability insurance

Temporary Food Service Establishment Licenses – Ivy Bremer | bremer@siouxlanddistricthealth.org | 712-279-6119

<https://www.sioxlanddistricthealth.org/services/environmental-health/food-safety-and-inspections/temporary-food-stands>

Fees

Cleaning Deposit \$100 | Vendor Fee \$ _____ | Electrical Fee \$ _____ | Total \$ _____

Applications are DUE by June 1, 2023

Your application will not be processed unless the Vendor Application, Electrical Service Request & Proof of Insurance are enclosed. Once accepted as a vendor, you must provide a copy of your Food Service License.

Electrical Power Request Form

Please return this form with your Vendor Application. 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. 220-volt power will require additional \$50 fee. You must provide outlet configuration for 220-volt outlets. Extension cords will not be provided. No provisions will be allowed after June 1. Thank you for your cooperation.

Contact Name _____ Phone # _____

120 Volt

220 Volt

20AMP 30AMP 50AMP

Item	QTY	Amps
Lighting		
Refrigeration		
Coffee Maker		
Fountain Machine		
Crock Pot		
Fryer		
Other (Please List)		

Special Requests

Please contact Ray DeWitt for any questions

Ray Dewitt
 RABGRAI Electrical Committee
 2300 7th Street
 Sioux City, Iowa 51105
 Ray.dewitt@thompsonsolutionsgroup.com