



## Iowa City RAGBRAI Vendor Information

We are excited to partner with you to create the greatest IOWA CITY RAGBRAI experience for all the riders, groupies, fans and observers. As you know, Iowa City is unique from other stops along the route due to the sheer number of restaurants, bars and food vendors that already exist in our community. In order to support our amazing businesses and due to the limited space, we are accepting applications on a first come, first serve basis until our available spots fill up. In order to vend during IOWA CITY RAGBRAI in Iowa City on July 27th, 2018, your business or non-profit must meet the following requirements. For any questions outside of Iowa City but within Johnson County, you must contact Josh Busard at [jbusard@co.johnson.ia.us](mailto:jbusard@co.johnson.ia.us).

### FOOD VENDORS:

- Vending Fee = \$500 for for-profit food entities and \$250 for non-profit food entities.
- All vendors must have an existing Iowa City business address.
- Food Trucks will only be permitted within City Park during IC RAGBRAI. You must have an existing permit with the City of Iowa City and a fully self-contained truck (no external power source needed).
- Vending on City roads will not be allowed during IC RAGBRAI. ICPD & Johnson County Sheriff's Dept. will be enforcing fines during the event.
- We will accept 10 vendor applications within the DOWNTOWN entertainment area and 5 for CITY PARK on a first come first serve basis. Applications will go out May 21st and are due by May 31st with payment. Please provide a check payable to Iowa City RAGBRAI in order for consideration. Check will only be processed for valid accepted applications. Checks will be returned if not selected.
- The food vending committee will notify those who have been accepted no later than 8pm on June 1st via phone call. Please provide the best phone number to be reached at, if the call is not answered, we will accept the next available applicant. You will receive a complete packet of information by June 20th with a placement map, contacts and final information.
- All vendors must provide proof of liability insurance along with the application.
- All vendors are required to be set up no later than 9am for health inspection and ready to serve by 10am. Please plan on being open until 11pm. You will not be

able to tear down your stations or bring in vehicles to remove equipment until 11:30pm.

- We encourage serving food in eco-friendly products, however we will have trash and recycling provided.
- Each vendor is responsible for providing their own signage, menus and equipment to display signage.
- Upon approval, you must fill out a Temporary Food Service Establishment License Application and send to Johnson County Public Health with check to cover fee to: 855 S. Dubuque Street Ste 217, Iowa City, IA 52240. Please contact Rob Thul (319) 688-5869 with any questions in regards to the license.
- Each approved vendor will be required to attend a MANDATORY informational meeting the second week in July, 2018.
- You will have to provide your own tent, tables, generator, etc. Otherwise, equipment will be available to rent. Please notify us by June 9th, 2018 if you need to rent equipment at additional cost.
  - If you need a tent one can be provided for \$25
  - If you need a table one can be provided for \$10/each
  - If you need a generator one can be provided for \$125
  - I need electrical access  yes  no

**Please describe your electrical needs:**

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**Please provide a short description of your menu items (food & drinks):**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

**NON-FOOD VENDORS:**

- Vending Fee = \$300 non-profit non-food entities and \$150 for non-profit non-food entities.
- Each approved vendor will be required to attend a MANDATORY informational meeting the second week in July, 2018.
- In order to vend, your business or organization must have an Iowa City address.
- Vending on City roads will not be allowed during IC RAGBRAI. ICPD & Johnson County Sheriff's Dept will be enforcing fines during the event.
- We will accept 10 non-food vendors total within the DOWNTOWN entertainment area on a first come first serve basis. Applications will go out May 21st and are due by May 31st with payment. Please provide a check payable to Iowa City RAGBRAI in order for consideration. Check will only be processed for valid accepted applications. Checks will be returned if not selected.
- You will have to provide your own tent, tables, generator, etc... Otherwise, equipment will be available to rent. Please notify us by June 9th, 2018 if you need to rent equipment at additional cost.
  - If you need a tent one can be provided for \$25
  - If you need a table one can be provided for \$10/each
  - If you need a generator one can be provided for \$125
  - I need electrical access  yes  no

**Please describe your electrical needs:**

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**Please provide a short description of service or items you will be selling:**

1 

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2 

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3 

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We look forward to working with you. Once applications have been received, those accepted will receive a confirmation phone call on June 1st, 2018. If the call is not answered, we will move onto the next qualifying vendor until spots are filled.

Thank you,  
Iowa City RAGBRAI Food & Non-Food Vendor Committee

FEE CALCULATOR:

- For Profit Food Vendor \$500
- For Profit Non-Food Vendor \$250
- Non-Profit Non-Food Vendor \$300
- Non-Profit, Non-Food Vendor \$150
- Tables \$10/each \$\_\_\_\_\_
- Tent \$25/each \$\_\_\_\_\_
- Generator \$150

TOTAL: \$\_\_\_\_\_

PLEASE SUBMIT PAYMENT WITH APPROPRIATE APPLICATION TO:

CVB  
ATTN: IOWA CITY RAGBRAI  
900 First Ave/Hayden Fry Way  
Coralville, IA 52241

\*MAKE CHECKS OUT TO IOWA CITY RAGBRAI

PLEASE EMAIL: [icragbraivencom@gmail.com](mailto:icragbraivencom@gmail.com) with any questions, comments or inquiries. If you prefer a phone call, please email the above address with your phone #, name, inquiry and best time to be reached.