

McCALLSBURG RAGBRAI® XL VENDOR INFORMATION

Thank you for your interest in being a vendor. We are very excited about RAGBRAI coming to McCallsburg on Wednesday, July 25th, 2012.

Vendor Permits:

All RAGBRAI Vendors in city limits must have a valid McCallsburg RAGBRAI Vendor Permit as per City Code.

Fees:

Food Booths:	\$300 (10' x 10')	\$350 (20' x 10')
Non Food Vendors	\$200 (10' x 10')	\$250 (20' x 10')

- The City reserves the right to waive vendor fees as it deems appropriate.
- The vendor permit fee must accompany the vendor permit application.
- Completed applications are due by June 20, 2012.

Vendor Acceptance: The McCallsburg RAGBRAI Committee reserves the right to deny any application based on need, space availability, and/or vendor intent.

Location: Vendors will be located on Main Street McCallsburg, with the center of the action radiating out from the intersection of Main Street and Third Street. A 10' space between neighboring booths is planned.

- On the Vendor Application Form, please specify what size of vendor space you prefer.

Vendor Product Pricing: It will be up to each vendor to set their own prices. It is recommended by RAGBRAI to have a discount for the registered riders and support personnel wearing wristbands.

Food Safety: All food vendors shall comply with the Iowa Department of inspections and Appeals and the Story County Department of Health rules and regulations, including obtaining appropriate permits, pertaining to the sale and dispensing of food for consumption on its premises.

- Food vendors are responsible for obtaining the necessary food stand permit from the Iowa Department of Inspections (IDIA) and Appeals prior to July 25th, 2012. IDIA requests that you send your application to them a minimum of three-weeks prior to the start of RAGBRAI.

Sales Tax: Each vendor is responsible for obtaining a sales tax permit from the Iowa Department of Revenue, as appropriate.

Insurance: All vendors will need to provide proof of general liability insurance as specified in the Vendor Application Form. Proof must be included with the application.

Hours: Each vendor must be open for business by 9:30 AM, at the latest, on July 25th. Alcohol shut-down will occur at **3 PM**, but food and non-food vendors can continue to operate past the **3 PM** alcohol cut-off.

Electricity: Electricity will NOT be provided to vendors. Vendors must be self-contained.

Clean up: Vendors will be expected to have their areas as clean when they leave as when they arrived.

Signage: Each vendor will receive an: "Official RAGBRAI Vendor" poster, which should be visible to customers. Approved RAGBRAI vendors may post signs during RAGBRAI without acquiring a Sign Permit from the City. Please note that all signs must be considerate and may be removed, or asked to be moved, to another location at the City's discretion.

- Signs to advertise your location or products cannot use "RAGBRAI" as per the Des Moines Register. However, you can use "Welcome Riders," etc.

Violations: Selling or supplying food or merchandise to the public at a location other than your assigned location is a violation of the vendor permit.

Questions: Robin Pruisner – *Robin.Pruisner@hotmail.com* or 515-231-4481.