



Ottumwa RAGBRAI
Thursday, July 25th, 2024

VENDOR INFORMATION PACKET

Thank you for expressing interest as a food or non-food vendor for Ottumwa RAGBRAI.

RAGBRAI will be coming to Ottumwa on Thursday, July 25th, 2024.

Please note the content of this information packet:

FOOD/NON-FOOD & ELECTRICAL SPECIFICATIONS

1. Food/Non-Food Application
2. Electrical Service Request

HEALTH DEPARTMENT

3. Health Code Requirements for Temporary Food Establishments (please read)
<https://ia.foodprotectiontaskforce.com/resources1/food-license-table/>
<https://ia.foodprotectiontaskforce.com/resources1/temporary-event-food-stands>

SALES TAX PERMIT

4. Iowa Temporary Sales Tax Return
(We are required by law to list all vendors displaying or selling items to the Iowa Department of Revenue and Finance.)

If you are not able to download the forms, please contact Shea Greiner shea@ottumwaiowa.com



Follow QR Code to pay vendor fees.



THE PROCESS

Any organization or business wishing to be a food/non-food vendor for Ottumwa RAGBRAI celebration must first submit the “Food /Non-Food List & Electrical Request” items 1 & 2, along with the applicable vendor fee, electric fee (if needed), clean up deposit, and proof of insurance.

****This is due no later than May 31st.** Applications received after this date are not ensured of approval and are subject to a \$250 late fee.**

If your application is approved, you must then contact Rose Haukedahl at the Iowa Department of Inspections and Appeals to determine if you need a temporary county license. Her contact information is: rosa.haukedahl@dia.iowa.gov (515)-971-1957.

*Food vendors are responsible for applying for and obtaining their license. (Event organizers do not issue food licenses to sell food.)

The Basic Application Process:

- Submit the “Food Items List and Electrical Request” document (ITEM 1)
- Submit payment for RAGBRAI vendor fee, electric fee, clean-up deposit, and include insurance certificate (ITEM 2)
- Food Committee will contact you between June 1st and June 15th
- Once accepted as a vendor: Submit payment for Temporary County license
- Attend required Food Safety meeting (to be held in June 2024)

-The Food Committee recommends that every non-profit and for-profit organization take enough time planning for this event. The groups that plan well and have something creative will do very well. It is recommended that you plan to sell all the food you prepare. Any food left over will cut into your profits.

-As we plan for this event to be a winning situation for the whole community, please consider purchasing your supplies locally.

- According to RAGBRAI officials, most of the riders and other participants will plan where they are going to eat the night before they arrive in Ottumwa. **Therefore, all approved vendors will be listed on the food vendor map, on the website map, and in the official publicity tabloid as well as have shuttle access.**

Current Food Establishments (in/on current premises): May also be included on the map, on the website map and on tabloid map and receive shuttle access for a fee of \$300.

INSURANCE: All vendors will be required to show proof of liability insurance. A copy of the insurance policy must be on file with Ottumwa RAGBRAI.



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FOOD SAFETY MEETING: There will be a required Food Safety meeting for all Food Vendors, to ensure the safety of the public. Once you have been accepted as an official vendor you will be notified of the date and time.

FEES: There will be 2 separate fees required of food vendors.

Items 1 & 2 are due to Ottumwa RAGBRAI 2024.

Item 3 is Iowa Department of Inspections (details below)

1 & 2. RAGBRAI Permit and Electrical Service Request: Ottumwa RAGBRAI has established the following fee schedule, which has been adopted by Ottumwa City Council as an Ordinance

A. Commercial Vendor- (Food/Non-Food)	\$600	_____
B. Non-profit Vendor	\$300	_____
C. Second Vendor Space	\$300	_____
D. Outdoor Service (Current Ottumwa Businesses)	\$200	_____
E. REQUIRED CLEAN UP DEPOSIT (REFUNDABLE)	\$100	_____ \$100
F. Electric Fee (if applicable)	\$100	_____

Spaces will be 10 x 10 each additional 10' may be purchased at \$100 _____

TOTAL FEE SUBMITTED (may be one check) Payable to "Ottumwa RAGBRAI" \$ _____

Mail to: Shea Greiner, 217 E. Main St., Ottumwa, IA 52501

3. Health Department Permit or License:

If your application is approved, you must then contact Rose Haukedahl at the Iowa Department of Inspections and Appeals to determine if you need a temporary county license. Her contact information is: rosa.haukedahl@dia.iowa.gov (515)-971-1957.

- Food Vendors will pay their fees separately for a Health Department permit/license apply <https://dia.iowa.gov/food/temp-food-stands-and-events>
- Anything other than pre-packaged ready to eat foods, including canned and bottled beverages from a food processor, will require a Temporary County license.
- The cost for the Temporary County license is \$50.
- Each food vendor must have a RAGBRAI permit hanging visibly within the booth.

RAGBRAI permits and temporary county license will be handed out at the mandatory Food and Safety meeting, date and time to be announced.

Booth assignments will be handed out at the Food Safety Meeting



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BOOTH SET UP:

Booth set up may begin as early as 7:00 A.M. on Thursday, July 25th. Booths **MUST BE SET UP** and ready for inspection by 10:00 A.M. on Thursday, July 25th. Inspections by the Inspections and Appeals Department will begin at 10:00 A.M. Food Vendors will not have a specific inspection time assigned to them. You must be ready for inspection.

HOURS OF OPERATION:

RAGBRAI participants will start arriving before noon. All vendors must be set up by 10 A.M. This will allow enough time for inspections and ensure that Ottumwa is ready to take care of the early participants. You should plan on being very busy between 4:00 –7:30 P.M. This is when most participants eat their evening meal. RAGBRAI officials recommend that food vendors plan on being open later to meet the needs of the participants. It is your decision on how long you plan to be open for business. Activities will be occurring until midnight.

ICE:

Will be readily available to purchase in the vendor area downtown. When setting up, please make a note of where the ice is located.

PRICING:

It will be up to each group to set their own prices. Our committee will be happy to assist you in making recommendations. All registered RAGBRAI participants will have a wristband. We recommend that a lesser price be charged to RAGBRAI participants with a wristband.

CLEAN UP:

We require that all food vendors clean up their areas before they leave. You must provide your own trash can at your booth. We recommend that each vendor schedule a cleanup crew to help clean up their area. All vendors must have their booths cleaned and moved by 12:30 A.M. Friday July 26th, unless prior arrangements are made with the committee.



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Thursday, July 25th, 2024

Ottumwa RAGBRAI 2024 Vendor Application Form
REGISTRATION DEADLINE IS FRIDAY MAY 31ST, 2024

ITEM 1

Vendor Name: _____
Contact Person: _____
Address: _____
City, State, Zip: _____
Phone: _____
E-Mail Contact: _____

Iowa Tax ID, SSN or IRS exempt #: _____
(We are required by law to list all vendors displaying or selling items to the Iowa Department of Revenue and Finance.)

PRODUCTS OR SERVICE:

Type of item (food, beverage, or other) that your organization or business would like to sell. Please list your choices and approximate prices. If you plan to serve a meal, attach a menu with prices. Please list prices with and without wristbands.

How many people do you plan to serve? _____

Vendor location (downtown or on premise) _____

First Item: _____

Wristband Price \$ _____ Without _____

Second Item: _____

Wristband Price \$ _____ Without _____

Third Item: _____

Wristband Price \$ _____ Without _____

Fourth Item: _____

Wristband Price \$ _____ Without _____

What hours do you plan to be open?

Please list what your booth will consist of (i.e., tent, trailer, generator, tables, etc.)



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ELECTRICITY: Do you need electricity? _____ **yes** _____ **no**

Indicate your electrical requirements: _____ 110-volt outlet _____ 220-volt outlet

What do you need electricity for? List all items:

ITEM 2

- Payment **MUST** accompany application form. Make checks payable to “Ottumwa RAGBRAI”
- RAGBRAI occurs regardless of weather; therefore, no refunds will be given due to weather.
- Refunds will be given to booth applications that are denied.

A. Commercial Vendor (Food/Non-Food)	\$600	_____
B. Non-profit Vendor	\$300	_____
C. Second Vendor Space	\$300	_____
D. Outdoor Service (Current Ottumwa Businesses)	\$200	_____
E. REQUIRED CLEAN UP DEPOSIT (REFUNDABLE)	\$100	<u> \$100 </u>
F. Electric Fee (if applicable)	\$100	_____
Spaces will be 10 x 10 each additional 10' may be purchased at	\$100	_____

TOTAL FEE SUBMITTED (may be one check) Payable to “Ottumwa RAGBRAI” \$ _____

Mail to: Shea Greiner, 217 E. Main St., Ottumwa, IA 52501

***Strolling Vending Fee:** Using a “strolling” (non-motorized) method of distribution while walking or biking and selling non-alcoholic beverages and/or prepackaged snacks (i.e., candy, cookies) in rider-populated camping areas. No strolling vendors will be allowed in the downtown area. Strolling Vendors requires special approval. The Strolling Vending Fee is \$100 (no booth space included)

PROOF OF LIABILITY INSURANCE IS REQUIRED WITH THIS APPLICATION.