



CITY OF AVOCA

Meeting Town July 21, 2019

RAGBRAI VENDOR INFORMATION WITHIN CITY LIMITS

Thank you for expressing interest in being a Vendor for the RAGBRAI® in Avoca Sunday, July 21st, 2019. The following information is designed to answer questions you may have and assist you in filling out the application.

The fees set forth in the application are not for the City of Avoca to make money, but rather to offset the additional costs of traffic control, medical personnel available, waste and sanitation services, etc.

Vendors setting up inside city limits, along the official RAGBRAI® route, are identified as OFFICIAL RAGBRAI® VENDORS by a sign or permit posted in the vendor area. Vendor spots will be assigned by the RAGBRAI® Avoca Chairpersons. Approximately 30 spots have been identified on Elm St. from W Wool to midway through the 100 block of S Elm St. Not all spots will have access to electricity.

NOTE: *Vendors choosing to set up outside of city limits must obtain permission from the person whose property they are on. The county must be contacted regarding any county permit or ordinance. Additionally, for safety reasons, the vendor should set up on the right-hand side of the road and allow enough room to allow for bicycle stopping and parking. Vendors setting up without proper permission or proper documentation may be asked to leave by the property owner or by state and county health officials. If the location selected by the vendor creates a safety or health risk, law enforcement officials may require the vendor to move.*

REGULATIONS AND SUGGESTED GUIDELINES:

VENDORS: Anyone providing drink, food, or any service. This includes but not limited to food and beverage, t-shirts or other clothing, tatoos, merchandise of any kind, massage therapists, etc

FOOD SAFETY: Food Safety is an absolute must for this type of event. Contingent on your approval as a Vendor, you will also need a Temporary Food Service Establishment License. You can get the license from the Iowa Department of Inspections and Appeals. A copy is included with the packet. You can also complete form online.

EMPLOYEE LOGS: All workers/volunteers in a temporary food stand, volunteer or paid employee must be “logged” for the day. This must be kept for 30 days after the event, in case follow-up of a foodborne illness outbreak is necessary.

PRICING: It will be up to each group to set its own prices. RAGBRAI® officials recommend that a lower price be charged to RABRAI® participants wearing a registration wristband. Be sure to list your prices in your application. If you would like assistance, please contact one of the Avoca chairpersons.

IOWA SALES TAX PERMIT: Vendors with for profit entity must have an Iowa Sales Tax Permit if not already obtained. Contact the Iowa Department of Revenue and Finance. 515-281-3114 or 800-367-3388

INSURANCE: All Vendors are required to include proof of liability insurance with their application.

HOURS: Riders will start arriving around 10 AM and most participants by 1 PM. All RAGBRAI® affiliated participants should leave town no later than 4 PM. All Vendors should start closing at 3 PM to aid in the process. Vendors are asked to be set up by 9:00 AM to allow for verification and inspections.

ELECTRICITY: If you need access to electricity, please complete the Electrical Service Request form and include with your submission. Standard connections are 120V.

SIGNAGE: Vendors are responsible for their own sign. It is recommended that there are easy to read and include all menu items and prices. You will be provided an official licensed vendor sign.

VENDORS ARE NOT PERMITTED TO USE THE NAME OF RAGBRAI® ON SIGNS.

CLEAN UP: All Vendors will need to pay a \$75 clean up deposit. This will be refunded after the event, assuming your assigned area has been picked up of all trash and waste, as well as your supplies and equipment. If your space does not meet City standards, the deposit will not be refunded.

PRE MEETING: Once you have been approved as a Vendor, you will be contacted regarding a Pre-Event Meeting to be held in June. This meeting will be held the end of June and will cover parking, set up and other event information. All Vendors are expected to have representation at this meeting.

PLEASE DROP OFF OR MAIL COMPLETED APPLICATIONS, WITH PROOF OF INSURANCE AND

ALL FEES APPLICABLE TO: City of Avoca – RAGBRAI
201 N Elm St PO BOX 246
Avoca, IA 51521

**PLEASE MAKE CHECKS PAYABLE TO CITY OF AVOCA AND RAGBRAI IN THE MEMO LINE.
THE \$75 CLEAN UP DEPOSIT SHOULD BE A SEPARATE CHECK.**