

Emmetsburg RAGBRAI® 2022
Vendor Booth Information & Guidelines
Tuesday, July 26, 2022

Thank you for your interest in being a vendor for RAGBRAI. These guidelines are designed to answer some of your questions and assist you in filling out the application. We are very excited about RAGBRAI coming to Emmetsburg on Tuesday, July 26, 2022. We are expecting between 20,000-25,000 participants to spend the night. It is our job to feed all of the participants, with the idea that many in the community will be eating as well! This is not a small job, and we will need the help of many organizations and businesses.

We want every organization and business to be successful, which in turn will make RAGBRAI a success for the whole community.

VENDOR FEES

\$500	For-profit (commercial) food or non-food vendor
\$250	Non-profit organization/business food or non-food vendor

Vendor fees will be required before any organization will be permitted to be a RAGBRAI vendor. With the payment of the vendor fee, vendors will be included in an informational tabloid available to RAGBRAI participants in Pocahontas (the previous overnight stay), as well as upon arrival in Emmetsburg. The tabloid will also be available locally. All official RAGBRAI vendors will be featured on official tabloid maps.

ELECTRICITY

Electricity is an additional item and has a fee of \$100 for standard 120V/30 amp service. In order for us to accommodate this, you must list your electrical needs and uses on your application. If greater electric capacity is needed, extra fees will apply. There will be no guarantee of availability.

CLEAN-UP

When vendors leave, they must have their areas as clean as when they arrived. A \$100 clean-up deposit is required and will be returned via mail after the event. You will not be allowed to break down your booth and clean your area until after 10:00 PM on July 26th. All areas must be cleaned/cleared by 8:00 AM on July 27th. Streets in vending areas will be closed to motorized vehicles from noon to midnight on July 26.

APPLICATION

Please complete and return the Vendor & Electrical Service Request application along with all required attachments/payment.

ACCEPTANCE

The Emmetsburg RAGBRAI Committee reserves the right to deny any application based on need, availability of space, and/or vendor intent.

LOCATION

TBA – Most vendors will be located in close proximity to Soper Park. If you wish to be located elsewhere (i.e. campground), please contact a member of the Emmetsburg RAGBRAI Vendor Committee.

INSURANCE

All vendors must provide proof of liability insurance with their application.

HOURS OF OPERATION

On July 26, most of the support vehicles will arrive between 6 AM and 10 AM. The majority of riders will arrive between the hours of 9 AM and 1 PM. It is possible that riders will eat two meals in Emmetsburg on July 26th.

FOOD/BEVERAGE 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 and those wearing the official Emmetsburg RAGBRAI t-shirt (e.g. free water/drink, \$1.00 off meal, free dessert).

FOOD SAFETY

Each vendor is responsible for obtaining the required state license. Visit <http://www.siouxlanddistricthealth.org/> to get your license information. All entries must meet all standards and will be inspected by Siouxland District Health Department Inspectors. Non-profit vendors are not required to get a license if they sell food only one day and from their own premises, but they must follow guidelines and will be subject to inspection. (See [Event, Temporary Food Stand and Mobile Food Unit Requirements](#) for additional exemptions.)

ADVERTISING

There be will advertising opportunities on the Emmetsburg RAGBRAI website, tabloid, and LED sign. Additional advertising opportunities are yet to be determined. **Reminder: You cannot use the name RAGBRAI or any RAGBRAI logos in your advertising or signage.**

VIOLATIONS

Selling or supplying food or goods to the public without an Emmetsburg Commercial/Non-Profit Vendor Booth Permit on July 26th or July 27th, 2022 when such a permit is required is in violation of the Emmetsburg City Ordinances. The City of Emmetsburg, at its sole discretion, could issue a permit, subject to the receipt of booth fee, regular late fee, and an additional late fee of \$200.

CONTACT INFORMATION

Emmetsburg RAGBRAI® Committee

ATTN: Vendor Committee

1121 Broadway St

Emmetsburg, IA 50536

Emmetsburg Chamber of Commerce

Phone: 712-852-2283

Website: www.emmetsburgragbrai.com

Facebook: www.facebook.com/BikeEmmetsburg Page Name: Emmetsburg-RAGBRAI

Email: emmetsburgragbrai@gmail.com

Emmetsburg RAGBRAI® Vendor & Electrical Service Request Application

VENDOR INFORMATION

Fee includes 20' x 20' vendor space (include trailer tongue in measurements.) If more space is needed, contact an Emmetsburg RAGBRAI® Vendor Committee member (712-852-2283). Additional fees will apply.

Organization/Vendor Name: _____

Organization/Vendor Type: Commercial/For Profit (\$500) Non-Profit (\$250)

Contact Person: _____

Mailing Address: _____

Phone # _____ Cell Phone # _____

Email Address: _____

Website: _____

Sales Tax Permit # _____ Fed Tax ID/EIN or SSN: _____

ELECTRICAL SERVICE REQUEST

All items are limited to 120 volt regular current. Vendors are limited to one double outlet (two plugs). If more electricity is needed, please describe/itemize below. Additional fees will apply. Understand that we may have to place a restriction on how much power is available upon receiving all electric requests. Thank you for your cooperation.

Do you need electrical service? Yes – I require electrical service (\$100) No – I decline electrical service

Please provide a list of the electric items you anticipate using (i.e. lights, refrigeration, coffee maker, fountain pop machine, roaster, crock pot, frying pan, etc.):

If additional electricity is needed, please describe/itemize below:

CLEAN-UP DEPOSIT

All vendors are required to clean up their areas before they leave (no later than 8:00 AM on July 27th). A \$100 refundable clean-up deposit is required in addition to the vendor fee. The deposit will be returned by mail after the event. You will not be allowed to break down your booth and clean your area until after 10:00 PM on July 26th. Streets in vending areas are closed to motorized vehicles from noon to midnight on July 26th.

Applications are due by June 1, 2022. After the deadline, for profit vendor fees rise to \$650 and non-profit vendor fees rise to \$400. The following must be attached to this application:

- Copy of Proof of Liability insurance coverage
- Temporary Food Service Establishment License Application (unless exempt)
- Vendor Fee, Clean-Up Deposit, and Electrical Service Fee

Signature _____ Date _____

Please return this form with required attachments/payment by June 1 to:

Emmetsburg RAGBRAI® Committee, ATTN: Vendor Committee, 1121 Broadway St, Emmetsburg, IA 50536

Or visit www.emmetsburgragbrai.com/vendors to submit the form and payment online.