



Onawa RAGBRAI
 C/O Onawa Chamber of Commerce
 707 Iowa Avenue
 Onawa, Iowa 51040

**Vendor Application (CD) Onawa
 RAGBRAI® VENDOR APPLICATION**

ORGANIZATION: Profit \$800 Nonprofit \$300 **Payments Payable to Onawa RAGBRAI**
After June 1, 2018 \$100 late fee will be applied. All fees are non-refundable.

ORGANIZATION NAME			
CONTACT PERSON			
MAILING ADDRESS			
CITY, STATE, ZIP			
PHONE #:		FAX#:	
EMAIL:		WEB:	
SALES TAX PERMIT # OR FED ID # OR SOCIAL SECURITY #			

PRODUCTS OR SERVICE:

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

How many people do you plan to serve? _____

What day(s) do you plan to serve? _____ Friday _____ Saturday _____ Friday & Saturday

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? _____

Do you need electricity? No Yes **\$100 charge** If yes, how many watts? _____

If you do not know the power consumption of all your equipment list them below:

Item	Quantity	Item	Quantity
Coffee maker (small)	_____	Coffee maker (large)	_____
Pop dispenser (watts _____)	_____	Roasters	_____
Crock pots	_____	Frying Pans	_____
Other _____	_____	Other _____	_____
Other _____	_____	Other _____	_____

How many sites do you need? _____ Will you be on your own property? Yes No

List all hazardous materials that will be at your site (gasoline, propane, cleaning materials, etc.)

APPLICATIONS ARE DUE BY June 1, 2018. Total amount paid \$ _____

Your application cannot be processed unless this form is ENTIRELY filled out, the vendor fee is enclosed, a copy of your proof of liability insurance coverage is enclosed, a copy of your sales tax permit and a copy of your food service license.
 Mail all information to: Onawa Chamber of Commerce, 707 Iowa Ave, Onawa, IA 51040.



Onawa RAGBRAI
C/O Onawa Chamber of Commerce
707 Iowa Avenue
Onawa, Iowa 51040

Onawa Food Vendor Information

Thank you for expressing interest in being a food vendor for RAGBRAI®. This letter is designed to answer some of your questions and assist you in filling out the application. We are very excited about RAGBRAI coming to our community on July 21st. We are expecting between 25,000 – 30,000 RAGBRAI participants to spend the night. It is our job to feed all of the participants! This is not a small job and we need the help of many non-profit organizations and businesses.

FEES: There will be a fee of \$300 for all non-profit organizations and a fee of \$800 for all for-profit businesses that want to be food or non-food vendors. This fee will be required before any organization will be permitted to be a RAGBRAI food vendor. With the payment of this fee, vendors will receive advertising in an information packet handed out to the riders.

LOCATIONS: The beverage garden will be set up downtown Onawa. Food vendors will be set up downtown and at the Monona County Fairgrounds. We want to make it convenient for the participants to find the food. We will work with all of the approved food vendors on selecting the best location. The food vending committee will provide a map of your location.

PRICING: It will be up to each group to set their own prices. Our committee will be happy to assist you in making recommendations on prices. The RAGBRAI officials recommend that a cheaper price be charged to RAGBRAI participants with a wristband and any Onawa citizen wearing a volunteer shirt for food items. All registered RAGBRAI participants will have a wristband. Please list your prices on the application.

FOOD SAFETY: It is required that every food vendor meet the requirements set forth by Shelby County Environmental Health. Visit www.shco.org/Departments/EnvironmentalHealth for information about temporary food stand requirements in the state of Iowa.

INSURANCE: All vendors will be required to send in proof of liability insurance with their application.

HOURS: RAGBRAI participants will start arriving Friday night and Saturday morning. We are asking that you allow enough time to set up. We recommend all food vendors be set up by noon on Saturday, July 21st. This will allow enough time for inspections and be ready to take care of the early participants. 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.

ELECTRICITY: Please list on the application if you will need electricity and how many amps you require. Electricity is an additional \$100 charge.

CLEAN UP: We ask that all food vendors clean up their areas before they leave. Dumpsters will be located throughout the downtown and at the Monona County Fairgrounds. We recommend each food vendor schedule a clean up crew to help clean up their area.

SIGNAGE: The food vendors are responsible for their own signs at their booth. The committee recommends printing neat, easy to read signs including menu items and prices. Vendors are not permitted to use the name RAGBRAI on signs; you will receive an official RAGBRAI vendor sign prior to serving. The committee also recommends each vendor have a sign they can put up if and when they run out of food.

We also recommend 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. The RAGBRAI officials have told us that most of the participant's plan where they are going to eat the night before they arrive in the next town. So advertising in the hand out can be very beneficial.

There are a number of food suppliers in our community who want to assist you with all of your needs. Please consider purchasing your supplies locally.

The Health and Inspections Division will be monitoring all food vendors. If they find a group or organization set up selling food that has not met the requirements they will be shut down.

The Onawa RAGBRAI® Committee reserves the right to deny any application based on need, space availability and/or vendor interest.

www.OnawaRAGBRAI.com

WESTERN IOWA REGIONAL INSPECTIONS
1411 Industrial Parkway
Harlan, Iowa 51537
Phone # (712) 755-2609 Fax # (712) 755-2519

APPLICATION TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

A temporary license is valid up to 14 days in conjunction with a single event
 Penalties will be assessed if application is not submitted prior to the event

TYPE or PRINT IN INK. Enter N/A where requested information does not apply. Leave NO BLANK SPACES.

FOOD ESTABLISHMENT INFORMATION	EVENT INFORMATION
Name of Owner and Business Name:	Event Name:
Mailing Address:	Location:
City/State/Zip Code:	Address:
Contact Information: phone () - cell phone () - email	City: County: Zip code:
Type of Organization: <input type="checkbox"/> For Profit <input type="checkbox"/> Charitable – Not for Profit	Date(s) of Event: Anticipated Maximum Attendance at Peak Time: _____
Hours of Operation: Set-up/Preparation Time: Service Time:	Event Organizer's Name: cell phone () - email
On-site (Person-in-Charge) Contact: Name phone () - cell phone () - email	Event Location: <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event* * Event will occur regardless of the weather conditions: <input type="checkbox"/> Yes <input type="checkbox"/> No
Secondary on-site (Person-in-Charge) Contact: Name Cell phone () -	Facility Type: <input type="checkbox"/> Booth <input type="checkbox"/> Mobile Food Establishment <input type="checkbox"/> Permanent Building <input type="checkbox"/> Food Cart

FOOD INFORMATION: LIST ALL FOOD/BEVERAGE PRODUCTS THAT WILL BE PREPARED, SOLD OR GIVEN AWAY.			
List menu item(s) (attach list if more space is needed)	Source of food (must provide invoice or receipt at the event)	All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)	If prepared at another location indicate what preparation will occur**
Example: <i>Hamburgers</i>	<i>Smith's Market</i>	Yes /No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	

**For food items that will be prepared at another location, provide the following information:

Food Establishment Name	Name of Permit Holder
Address and City	License #
Date and Time of preparation	Contact phone number

TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

Booth Construction

Overhead Covering Canvas Wood Other: _____
 Floor Asphalt Concrete Wood Other: _____
 Walls Screens Concrete Wood Other: _____
 Booth supplied by: Food Stand Operator Event Organizer

Utensils and Equipment (check all that apply)

Single-serve eating and drinking utensils
Multi-use kitchen utensils
 Type of Utensil Washing Setup:
Three basin set-up
Shared three compartment sink
Three compartment sink within a food establishment
N/A
 Sanitizer to be used: Chlorine Quaternary Ammonia
 Iodine Other _____
 Test strips provided Yes No

Handwashing Facilities

Provided by : Event Coordinator Food Stand Operator
 Type of handwashing facility: (must be located in all food preparation and handling areas)
Gravity-fed water with spigot/bucket
Self-contained portable unit
Plumbed with hot and cold water under pressure
N/A (only prepackaged foods are sold)
Hand Soap, single-use towels, and trash receptacle must be provided at all handwashing stations.
 Disposable gloves provided Yes No

Food Storage or Display Equipment

List all equipment used for food storage and display:
 Hot:
 Cold:
 Dry:
 Condiments:

Water Supply

Provided by : Event Coordinator Food Stand Operator
 Source of water Public _____ *Private well _____
 *If private, test results must be provided with the application or at the time of the inspection.
 Method of providing hot water: _____

Thermometers:

Refrigeration/Cold Storage
Cooking/hot food storage(indicate type): _____

Toilet Facilities for Food Employees

Provided by : Event Coordinator Food Stand Operator

Cooking Equipment

Identify all cooking equipment that will be used:

Electrical Supply:

Generator Power hook up Other _____
No Power Lighting available

Food Transportation

Identify how food will be transported to event:

Refuse Removal

Describe how refuse will be disposed of:

Food Employees/Volunteers

Certified Food Manager available Yes No
 Name: _____ Certificate available Yes No
 # of food employees/volunteers: _____
 Person responsible for maintaining log book _____

Liquid Waste Removal

Describe how liquid waste will be disposed of:

 Frequency of liquid waste removal: _____ times per day

A temporary food establishment license will not be issued unless this application meets all applicable requirements found in the Iowa Food Code as summarized in the Temporary Food Establishment Rules and the regulatory authority has approved the license. Non-compliance may result in closure of the temporary food establishment.

License Fee: \$33.50

Submit payment to:

Western Iowa Regional Inspections

1411 Industrial Parkway

Harlan, Iowa 51537

Phone # (712) 755-2609

Fax # (712) 755-2519

Applicants Name (Print): _____ Applicants Signature: _____

DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY

Check #	Date Received	Amount Received
Check Name	Penalty amount	Amount Due

Sketch below the general layout of the Temporary Food Establishment indicating the location of the following:

1. Location of cooking and holding equipment
2. Location of handwashing and utensil washing facilities
3. Location of trash disposal containers
4. Location of work tables, food and single-service storage
5. Location of condiments

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of a temporary food establishment layout. The box is positioned below the list of requirements and occupies the majority of the lower half of the page.