

***** APPLICATIONS MUST BE IN BY JUNE 6, 2014 *****

BUSINESS/ORGANIZATION INFORMATION:

BUSINESS/ORGANIZATION NAME _____

ADDRESS _____

NAME OF CONTACT _____ EMAIL _____ PHONE (____) _____

**SALES TAX PERMIT # OR FED ID # OR SOCIAL SECURITY # _____

Will you need electricity? Yes No If yes, how many watts? _____ (It is highly suggested to be self contained with quiet generator)

Items being used: Lighting ___ Refrigeration ___ Coffee Maker ___ Roaster ___ Crock pot ___ Frying Pan ___
Other _____

ALL ITEMS ARE LIMITED TO 120- VOLT REGULAR CURRENT UNLESS NOTED AS A SPECIFIC REQUEST. PLEASE UNDERSTAND THAT WE DO NEED TO PLACE A RESTRICTION ON HOW MUCH POWER IS AVAILABLE UPON RECEIVING THE TOTAL LOADS.

Please list any/all hazardous materials that will be at your site: (gasoline, propane, etc) _____

***** HOURS OF OPERATION IN BANCROFT WILL BE 7:00-3:00*****

What hours are you planning to be open during this time frame? _____ to _____

What are you menu/souvenir items and prices for each? Please list:

- 1. _____ Price _____
- 2. _____ Price _____
- 3. _____ Price _____
- 4. _____ Price _____
- 5. _____ Price _____
- 6. _____ Price _____
- 7. _____ Price _____
- 8. _____ Price _____
- 9. _____ Price _____
- 10. _____ Price _____

How many people do you plan to serve? _____

VENDOR SPACE WILL BE 15' X 20'. If more space is needed you will need to purchase a 2nd space

		Early Bird Price (Before May 25, 2014)	Regular Price (After May 25, 2014)
Non-profit Local	\$100.00	_____	\$150.00 _____
For profit Local	\$250.00	_____	\$300.00 _____
Non-profit/Out of town	\$200.00	_____	\$250.00 _____
For profit/Out of town	\$350.00 (food)	_____	\$400.00 _____
For profit/Out of town	\$300.00 (non-food)	_____	\$350.00 _____

Electrical Charges: \$75.00 per occupancy

Cleaning Deposit: \$100.00 mandatory per occupancy. After inspection, the deposit check will be returned to you, unless inspector finds the vendor spot unacceptable. Please make separate check for this.

Temporary Food Establishment License/Iowa Department of Inspections and Appeals: Copy of license is required. If applied but have not received license, a copy of the application will need to be provided.

I have included:

1. PROOF OF LIABILITY INSURANCE _____ (enclose)
2. COPY OF FOOD PERMIT LICENSE _____ (enclose)
3. VENDOR FEE \$ _____
4. ELECTRICAL FEE \$ _____
5. CLEANING DEPOSIT \$ _____ (separate check)
6. TOTAL \$ _____ (Please make checks payable to Bancroft RAGBRAI)

PLEASE NOTE ALL APPLICATIONS ARE PENDING APPROVAL OF THE VENDOR COMMITTEE ASSIGNED BY THE RAGBRAI STEERING COMMITTEE OF BANCROFT. YOU WILL BE NOTICED ONCE THE APPLICATION HAS BEEN APPROVED OR DENIED. IF APPROVED, AN INFORMATIONAL LETTER WILL BE SENT TO YOU.

PLEASE MAIL COMPLETED APPLICATION TO:

Bancroft City Hall
P.O. Box 157
Bancroft, IA 50517

Bancroft RAGBRAI Contacts:

Bancroft City Hall PH# 515-885-2382 (Crysti or Tim)
Bancroft City Hall email: info@bancroftiowa.com
Bancroft Website: www.bancroftiowa.com

Thank you for expressing interest as a food or non-food vendor for RAGBRAI in Bancroft on July 22, 2014

VENDOR INFORMATION

GENERAL INFORMATION:

RAGBRAI will be pedaling through Bancroft on Tuesday, July 22. We are the meeting town that day so we will have riders as well as support vehicles that follow the riders. We can expect up to 20,000 guests in Bancroft. Brunch and lunch items will be popular among riders when they are in Bancroft.

APPLICATION DEADLINE:

The deadline for vendor application is June 6, 2014. All applications will be reviewed to offer a variety of food and non-food items to riders. You will be notified of your acceptance shortly after June 6. The Bancroft RAGBRAI Committee will attempt to limit duplicating vendors and will be approved on a first-come, first-served basis.

To apply, applications are available at Bancroft City Hall or online at www.bancroftiowa.com.

Please mail COMPLETED applications to Bancroft City Hall, P.O. Box 157, Bancroft, IA 50517

FOOD ITEMS AND PRICES:

Keep prices in dollar increments and price items as low as possible. The main purpose of this event is to showcase Bancroft and its hospitality; not to gouge people. It is also discouraged that local establishments/businesses refrain from raising their regular prices just because RAGBRAI is in town. All vendors will need to submit the items, food or non-food, that will be sold and the exact prices that will be charged. After RAGBRAI Committee's approval, prices cannot be changed without obtaining permission from the committee.

Vendors need to be able to serve masses of people in a quick and smooth manner. Riders will not wait in line. Make sure you have enough people serving food.

Be prepared for the "What if" factor: If the weather is cold and rainy, participants may not stop at a location that doesn't have protection from the weather. If it is extremely hot, participants might avoid hot food. If a strong headwind slows riders, the crowds might come later than anticipated. The recommendation from RAGBRAI is it is better to run out of food and make a profit than have to throw away food and lose money. RAGBRAI occurs regardless of weather, therefore no refunds will be given due to weather.

TEMPORARY STATE FOOD PERMIT ***IOWA SALES TAX PERMIT** * LIABILITY INSURANCE:

All vendors selling food shall comply with the Iowa Dept of Health and County Dept of Health rules and regulations pertaining to the sale and dispensing of food for consumption.

Temporary Food Permits are required for food vendors, even non-profits. There are 2 exceptions: 1. Non-profit vendors serving food only once that week from their own property (owned by that business/organization) and 2. Vendors selling only bottled drinks and whole fruits (not slices or cut). All other vendors must file for a temporary permit through the Department of Inspections and Appeals: Forms are available online at www.dia.iowa.gov/page29.html. The cost is \$33.50 for ALL vendors.

Vendors must have an Iowa Sales Tax Permit if they are a for-profit organization. A sample is included in this packet.

All vendors, whether they are food or non-food, must show Proof of Liability Insurance.

PUBLICITY:

RAGBRAI trademark (be it spoken, written, electronic, digital, or in logo form) may not appear in any advertisement or commercial use without a signed agreement from The Register and RAGBRAI officials. For example, "Welcome RAGBRAI riders" on a sign is a good display of a town's spirit. However, a sign that advertises a sale, i.e., "RAGBRAI Special— Soda Pop \$5.00 a case" is commercial use of the trademark and is not allowed without written permission.

CLEAN UP:

All vendors must clean up their areas before they leave. Upon inspection and acceptance, the \$100 cleaning deposit will be returned to the vendor.

The key to a successful RAGBRAI experience is positive, total community involvement. The goal must be to get everyone from the community involved from the preschoolers to those in the nursing home. If we do this, RAGBRAI will be a success. Let's have FUN!!!

IOWA DEPARTMENT OF REVENUE AND FINANCE - SAMPLE



Iowa Department of Revenue

Director: Courtney M. Kay-Decker
Hoover State Office Building
Des Moines, Iowa 50319
www.iowa.gov/tax

Iowa Temporary Retail Sales Tax Permit

Event Number: 23271

Name: _____ Event Date: 7/19/14 – 7/26/14
Business: _____ Event Name: RAGBRAI XLII
Address: _____
City, State Zip: _____ Location: Iowa

This temporary permit allows you to make taxable sales for the event listed above. This permit is valid only for this event.

Questions?

Contact me between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.

Larry Fox, Executive Officer
Phone - (515) 725-0223

SAMPLE

Sample

Iowa Temporary Retail Sales Tax Return

Event Number #23271 Permit Number 6-00-999999

Complete and return this form with payment by August 8th, 2014.

Name _____ Sales Amount _____
Sales & Local Option Tax 7% (X.07)
SSN or Fed ID #: _____ Tax Amount Due _____
(Social Security Number or Federal Identification Number) (Sales Amount X .07)

**** OR ****

I did not attend or I attended but made no taxable sales.

I remit my tax on my permanent Iowa sales tax

(Enter permit number)

Return this form and check or money order made payable to "Treasurer, State of Iowa" to:
Iowa Department of Revenue
Larry Fox, Executive Officer
P.O. Box 10330
Des Moines, IA 50306-0330