



Thank you for expressing interest in being a vendor for RAGBRAI® in Atlantic on Monday, July 22. The following information is designed to answer some of your questions and assist you in filling out the application. We are expecting between 16,000-20,000 RAGBRAI participants to spend the night and it is our job to make sure there are enough vendor services for everyone. RAGBRAI is truly a unique experience, and we are excited to make the overnight stay in Atlantic a success for everyone involved – riders, support drivers, community members and vendors.

FEES: Registration fees will be due with the application packet, which must be received by June 1. Food vendors will have to pay a registration fee as shown below. Part of these fees go toward advertising in the RAGBRAI information packet distributed to riders Saturday in Glenwood, which the RAGBRAI committee tells us many riders use to select their meal sites for the next day. Additional fees include those for electrical service, cleaning deposit and late registration.

Fee Type	Amount	Who
Registration	\$150	Cass County non-profit vendors
	\$350	Cass County for-profit vendors
	\$600	For-profit vendors from outside Cass County
Clean-up Deposit	\$100	All vendors – refunded pending site clean up
Electrical Usage	\$50	Vendors requiring access to electricity
Late Fee	\$100	Vendors registering after June 1, 2024

LOCATIONS: The majority of food vending will be set up just north and west of City Park, the central location for all RAGBRAI activities. Your assigned space will be approximately 20' x 20'. Information regarding the vendor route and vendor location map will be available prior to RAGBRAI. We will have hosts on hand to assist you in finding your vendor location when you arrive.

PRICING: It will be up to each group to set its own prices. The committee will be happy to assist you in making recommendations on prices. In an effort to encourage riders to register, RAGBRAI officials recommend that a lower price be charged to RAGBRAI participants wearing either a registration wristband or Atlantic volunteer shirt. Please list your prices on the application.

FOOD SAFETY: Final approval is contingent on each vendor obtaining a Temporary Food Service Establishment License AND passing inspection on July 22 in Atlantic. A Temporary Food Service Establishment License Application will need to be completed and sent to Iowa Department of Inspections, Appeals, & Licensing, along with the required \$50 fee, no later than June 1. The application and all requirements must be met before your food service will be approved. The application is included in this document and can also be found on the Atlantic RAGBRAI website, www.atlanticragbrai.com. The Temporary Food Service Establishment License Application and fee should be sent to **Iowa Department of Inspections, Appeals, & Licensing 6200 Park Avenue, Suite 100, Des Moines, Iowa 50321-1270 ; 515-281-6538** with any questions regarding the temporary license.

IOWA SALES TAX PERMIT: Vendors with for-profit companies just obtain an Iowa Sales Tax Permit. For information about obtaining an Iowa Sales Tax Permit, contact the Iowa Department of Revenue and Finance.

INSURANCE: All vendors are required to include a copy of their liability insurance certificate with their application.

HOURS: RAGBRAI participants will start arriving at 10:00 am. Most of the participants will arrive by 2:00 pm. All food vendors must be set up by 9:00 am, so we ask that you allow enough time to set up. This will allow ample time for inspections and for you to be ready to take care of early participants. We encourage you to plan to stay open late, as the band will be playing until 11 pm. Downtown vendors will not be able to tear down before 11 pm.

ELECTRICITY: If you will need access to electricity, please complete the Electrical Power Usage form and include with your application submission. Standard connections are 120V; please indicate if you need 220V. There will be an additional \$50 fee for electrical usage.

CLEAN UP: All vendors will need to pay a \$100 clean-up deposit. This will be refunded after the event, assuming your assigned area has been picked up, trash is in provided trash bins, and all supplies are removed from the area. Downtown vendors will not be able to break down your booth until after 11:00 pm on Monday, July 22, even if you run out of food earlier.

SIGNAGE: Food vendors are responsible for their own signs at their booth. The committee recommends printing neat, easy to read signs that include 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 that each vendor has a sign to put up if or when it runs out of food.

WORK LOGS: Logs must be kept of all workers in temporary food stands, voluntary or not, for at least 30 days after the event, in case follow-up of a foodborne illness outbreak is necessary.

ADDRESS: Mail completed applications, with liability insurance certificate, registration and fees to:
Atlantic Area Chamber of Commerce
102 N Chestnut Street
Atlantic, IA. 50022

Please make checks out to Atlantic RAGBRAI. The \$100 clean-up deposit should be in a separate check, which will be returned to you after the event if your area has been appropriately cleaned up.

Thorough planning is key to success. The groups that plan well and have something creative will do very well. RAGBRAI officials have told us that most participants plan where they are going to eat the night before they arrive, so advertising in the promotional handout will be very beneficial. The committee recommends that each group projects how much it plans to serve very carefully, and that you plan to sell out. We want this event to be a winning situation for our vendors and the whole community.

Because RAGBRAI will be in Atlantic early on a Monday, please plan ahead regarding your operating cash. Be sure to have plenty of change on hand.

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 when possible. We will have a supply of ice available for vendor purchase near the food area throughout the day on July 22.

PRE-MEETING: Once you have been approved as a vendor, you will be contacted regarding a pre-event meeting to be held in late June. This meeting will cover parking, set up, and other operational information; it is very important that you attend. More details will be provided when the time approaches.

Summary of Requirements

- Application (with registration and cleaning deposit fees)
- Electrical Form and fee (if you are requesting electrical service)
- Liability Insurance Certificate
- Temporary Food License Permit and fee
(send to Iowa Department of Inspections, Appeals, & Licensing include a copy with vendor application)
- Sales Tax Permit (not required for non-profit, civic and fraternal organizations)
Registration and electrical fees may be included in one check; please provide a separate check for the \$100 clean-up deposit fee. Your deposit check will be returned to you after your site is cleaned up.

Thank you again for your interest in being a RAGBRAI Food Service Vendor in Atlantic on Monday, July 22, 2024. If you have questions about the vendor registration or participation, please contact:

- Sheryl Dusenberry, Vendor Chairman, 712-250-0479 or
- Atlantic Area Chamber of Commerce, 721-243-3017

RAGBRAI FOOD VENDOR APPLICATION



TECHNICALLY, IT'S ALL **DOWNHILL** FROM HERE.

Organization: Profit Nonprofit

Organization Name	
Contact Person	
Street Address	
City, State, Zip	
Phone	
Fax	
Email	
Web Address	
Sales Tax Permit # or	

Products or Service

Type of item (food, beverage, or other) that your organization would like to sell. List your items and approximate prices. Please note, food vendors MAY NOT sell alcohol of any kind. If you plan to serve a meal, attach a menu, prices, and which meals you plan to serve on a separate sheet. Please list prices with and without wristbands.

Food Item	Wristband Price	No Wristband Price
1.		
2.		
3.		
4.		
5.		

Applications are due by June 1, 2024. Be sure to include each of the following with your application:

- Completed Vendor Application
- Electrical Power Usage form (if you need electrical service)
- Fees: Registration and electrical usage (if needed); Separate check for \$100 cleaning fee Make checks out to Atlantic RAGBRAI Committee
- Copy of your Temporary Food Service Establishment Application (submit original with \$50 fee to Iowa Department of Inspections, Appeals, & Licensing)

Please indicate if you do NOT need electrical service:

No electrical service needed



Contact Name	
Phone Number	
Vendor Name	
Mailing Address	
Email Address	

Primary Use:

<i>Item</i>	<i>Quantity</i>
<input type="checkbox"/> Lighting	_____
<input type="checkbox"/> Refrigeration	_____
<input type="checkbox"/> Coffee maker	_____
<input type="checkbox"/> Fountain Pop machine	_____
<input type="checkbox"/> Roaster	_____
<input type="checkbox"/> Crock pot	_____
<input type="checkbox"/> Frying pan	_____
<input type="checkbox"/> Other (please list)	_____
_____	_____

Approximate # of outlets _____

List of other items:

****PLEASE NOTE – Vendors must provide their own extension cords.**

**Please return this form with
your Food Vendor Application
by June 1.**

APPLICATION TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

Iowa law prohibits a food establishment (including a Temporary Food Establishment) from opening or operating until a license has first been obtained from the appropriate regulatory authority. Penalty Fees will be assessed for operating without the appropriate licensure. **A Temporary Food Establishment is a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event. An "Event" is a significant occurrence or happening sponsored by a civic, business, governmental, community, or veterans' organization and may include an athletic contest. For example, an event does not include a single store's grand opening or sale.**

Completed applications and documents must be submitted at least **30 days prior** to the Event.

Temporary food establishments that operate simultaneously at more than one stand at an event are required to have a separate license for each location. Once the application, other required documents and appropriate fees are received and processed, the Department will review the information to determine if a Temporary License may be issued.

**TYPE or PRINT IN INK. INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW.
Permit will be sent to the e-mail address provided.**

FOOD ESTABLISHMENT INFORMATION	EVENT INFORMATION
Name of Owner:	Event Name:
Business Name:	
Business Address: (City/State/Zip Code)	Date(s) of Event
	From: _____ To: _____
Mailing Address (if different) (City/State/Zip Code)	Location of Event:
Contact Information: Phone: _____ Cell or Alternate #: _____ Email: _____	Address of Event (street number and city) <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event
<input type="checkbox"/> Type of Organization: <input type="checkbox"/> For Profit <input type="checkbox"/> Charitable – Not for Profit	City of Event: _____ County of Event: _____ Zip code: _____
Hours of Operation: Set-up/Preparation Time: Service Time:	Anticipated Maximum Attendees at Peak Time: _____ * Event will occur regardless of the weather conditions: <input type="checkbox"/> Yes <input type="checkbox"/> No
On-site (Person-in-Charge) Contact (if different): Name: _____ Cell phone: _____ Email: _____	Event Organizer's Name: _____ Mailing Address: _____ Phone: _____ Email: _____
Secondary on-site (Person-in-Charge) Contact: Name: _____ Cell phone: _____	Organization sponsoring the Event: _____ Address: _____ Phone Number: _____

****For food items that will be prepared at another location, prior to or during the event, provide the following information (this location must be owned by food stand owner):**

Food Establishment Name	Name of Permit Holder
Address and City	License #
Date and Time of preparation:	Contact phone number
Facility Type: <input type="checkbox"/> Licensed Food Establishment <input type="checkbox"/> Licensed Mobile Food Unit <input type="checkbox"/> Other	

Menu (disclosure of all food and beverage menu items is required)

All menu items must be approved in advance of the event. If you have more than 5 menu items, use an additional paper to fill out the information below for each additional menu item.

Total number of menu items:

Menu Item 1

Name of Menu Item 1 as listed on your menu (i.e. fruit salad, chicken quesadillas, lemonade, beer)

Is this menu item a food you prepare from multiple ingredients or an item that you purchase ready-made?

- Purchased
 Prepared

Source of food including all ingredients (must provide invoice or receipt at the event)

All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)

- Yes
 No

If any food preparation activities for this menu item occur at a location other than at the licensed temporary food stand at the event, indicate what preparation activities will take place elsewhere and complete the Food Prep (Alternative Location- pg1) information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A.

Menu Item 2

Name of Menu Item 2 as listed on your menu

Is this menu item a food you prepare from multiple ingredients or an item that you purchase ready-made?

- Purchased
 Prepared

Source of food including all ingredients (must provide invoice or receipt at the event)

All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)

- Yes
 No

If any food preparation activities for this menu item occur at a location other than at the licensed temporary food stand at the event, indicate what preparation activities will take place elsewhere and complete the Food Prep (Alternative Location- pg 1) information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A.

Menu Item 3

Name of Menu Item 3 as listed on your menu

Is this menu item a food you prepare from multiple ingredients or an item that you purchase ready-made?

- Purchased
 Prepared

Source of food including all ingredients (must provide invoice or receipt at the event)

All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)

- Yes
 No

If any food preparation activities for this menu item occur at a location other than at the licensed temporary food stand at the event, indicate what preparation activities will take place elsewhere and complete the Food Prep (Alternative Location- pg1) information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A.

Menu Item 4

Name of Menu Item 4 as listed on your menu

Is this menu item a food you prepare from multiple ingredients or an item that you purchase ready-made?

- Purchased
 Prepared

Source of food including all ingredients (must provide invoice or receipt at the event)

All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)

- Yes
 No

If any food preparation activities for this menu item occur at a location other than at the licensed temporary food stand at the event, indicate what preparation activities will take place elsewhere and complete the Food Prep (Alternative Location- pg 1) information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A.

Menu Item 5 (If you have more than 5 menu items, use an additional paper to fill out the information below for each additional menu item)

Name of Menu Item 5 as listed on your menu	
Is this menu item a food you prepare from multiple ingredients or an item that you purchase ready-made?	<input type="checkbox"/> Purchased <input type="checkbox"/> Prepared
Source of food including all ingredients (must provide invoice or receipt at the event)	
All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If any food preparation activities for this menu item occur at a location other than at the licensed temporary food stand at the event, indicate what preparation activities will take place elsewhere and complete the Food Prep (Alternative Location- pg1) information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A.	

Booth Construction

Overhead Covering	<input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other _____
Floor	<input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Wood <input type="checkbox"/> Other _____
Walls	<input type="checkbox"/> Screens <input type="checkbox"/> Concrete <input type="checkbox"/> Wood <input type="checkbox"/> Other _____
Booth supplied by	<input type="checkbox"/> Food Stand Operator <input type="checkbox"/> Event Coordinator <input type="checkbox"/> Other _____
Booth Supplied By	<input type="checkbox"/> Food Stand Operator <input type="checkbox"/> Event Coordinator <input type="checkbox"/> Other _____

Utensils and Equipment

Utensil Type	<input type="checkbox"/> Providing Single Serve Eating and Drinking Utensils <input type="checkbox"/> Multiuse Kitchen Utensils (knives, cutting board, pots/pans)
Type of Utensil Washing Setup	<input type="checkbox"/> Three Basin Setup on site <input type="checkbox"/> Shared Three Compartment Sink on site <input type="checkbox"/> Ware washing within a licensed Food Establishment <input type="checkbox"/> NA
Sanitizer to be used	<input type="checkbox"/> Chlorine (such as Unscented Bleach) <input type="checkbox"/> Quaternary Ammonium <input type="checkbox"/> Other _____
Test strips provided (Test strips are required if using sanitizer on site)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Handwashing Facilities

Provided by	<input type="checkbox"/> Food Stand Operator <input type="checkbox"/> Event Coordinator <input type="checkbox"/> NA
Type of handwashing facility	<input type="checkbox"/> Gravity Fed Water with Spigot and Bucket (such as an Igloo Cooler set up) <input type="checkbox"/> Self-Contained Portable Unit (in each stand) <input type="checkbox"/> Plumbed with Hot and Cold Water Under Pressure <input type="checkbox"/> NA
Handwashing stations are required in each food stand and are required to be set up prior to food preparation.	
Disposable gloves provided	<input type="checkbox"/> Yes <input type="checkbox"/> No

Food Storage or Display Equipment

List all equipment used for food storage and display. Enter N/A if necessary.
Hot:
Cold:
Dry:
Condiments:

Water Supply	
Provided By:	<input type="checkbox"/> Event Coordinator <input type="checkbox"/> Food Stand Operator
Source of Water:	<input type="checkbox"/> NA <input type="checkbox"/> Public <input type="checkbox"/> Non-Public (Results of most recent test must be submitted)
Method of providing hot water for handwashing and ware washing:	
Cooking Equipment	
List all cooking equipment: (example grills, fryers, etc)	
Provided By:	<input type="checkbox"/> Event Coordinator <input type="checkbox"/> Food Stand Operator
Electrical Supply	
Type:	<input type="checkbox"/> Generator <input type="checkbox"/> Power Hook Up <input type="checkbox"/> No Power Needed <input type="checkbox"/> Lighting Available <input type="checkbox"/> Other _____
Provided By:	<input type="checkbox"/> Event Coordinator <input type="checkbox"/> Food Stand Operator
Food Transportation	
Identify how food will be transported to event in order to maintain safe temperatures	
Food Employees/Volunteers	
Food Protection Manager Certificate available on site?	<input type="checkbox"/> Yes Name: _____ <input type="checkbox"/> No
# of food employees/volunteers	
Person responsible for maintaining log book (required) A log book is a record of employees with dates and times worked in the food stand.	
Refuse Removal (Liquid waste = water, grease, etc.) (Refuse = trash)	
Describe how liquid waste will be disposed of. Enter N/A if there is no liquid waste.	
Frequency of liquid waste removal (times per day)	
Describe how trash will be disposed of.	
Thermometers	
Holding Thermometer Description. Enter N/A if temperature control is not required for safety.	<input type="checkbox"/> Thin Tip Probe Thermometer <input type="checkbox"/> Other (describe) _____
Cooking Thermometer Description. Enter N/A if there is no cooking.	<input type="checkbox"/> Thin Tip Probe Thermometer <input type="checkbox"/> Other (describe) _____
Rules and Regulations	
The Food Stand Operator has read the Temporary Food Operation Guide	<input type="checkbox"/> Yes <input type="checkbox"/> No

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: \$50.00 Submit payment to: **Iowa Department of Inspection and Appeals
Food and Consumer Safety Bureau
Lucas State Office Bldg., 321 E 12th St., 3rd Floor.
Des Moines, IA 50319 Phone Number (515)281-6538**

Applicants Name (Print): _____ Applicants Signature: _____

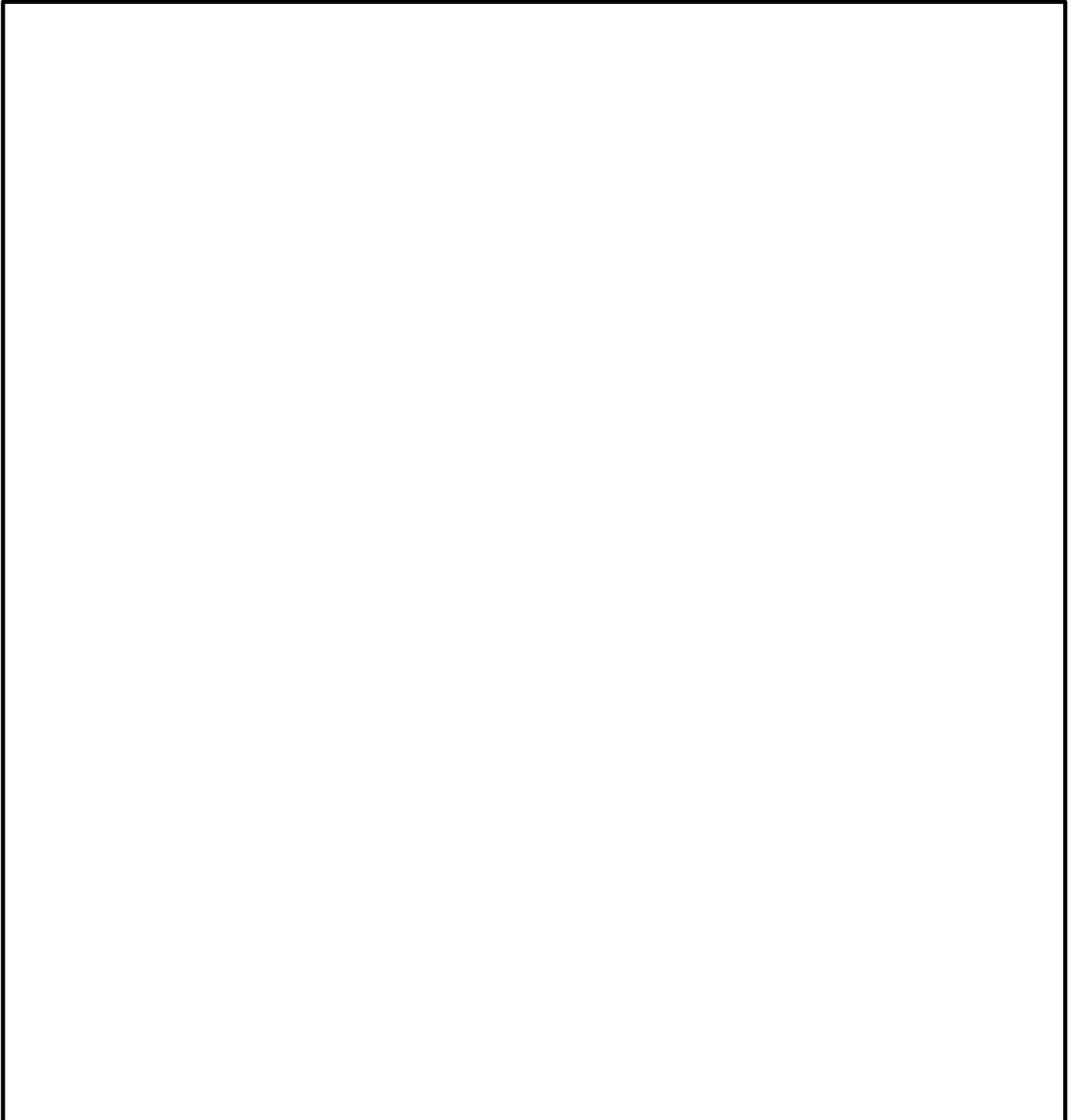
DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY

Inspector Name (Print) _____

Check/Cash #(circle)	Check Date	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 worktables, food and single-service storage.
5. Location of condiments.

A large, empty rectangular box with a black border, intended for a hand-drawn sketch of a temporary food establishment layout. The box is currently blank.