

Oktemberfest Food Vendor Application

Requirements:

Fees a non-refundable fee must be paid in full and include a completed application. Failure to submit payment will prevent planning for your location, and no vendor will be allowed to set up until fees are paid. Registration & Fee Deadline Sept 1, 2024.

Sorry no exceptions.

Your organization must provide a Certificate of Insurance of at least \$500,000 *naming the City of Marshalltown, Marshall County, and Oktemberfest Inc. as additional insured's*. If possible, this certificate should be enclosed with your completed application.

In any event, the Certificate is required before you may set up at Oktemberfest.

Your organization must provide an Iowa State sales tax permit number to Oktemberfest on the application or verify tax exempt status.

Food vendors are responsible for obtaining a permit from the State of Iowa Health Inspector.

Your booth, stand, or location must be staffed: Friday 5 pm to 10 pm, Saturday 9 am to 8 pm, Sunday Noon to 5 pm, per your agreed upon contract.

BONUS: You can set up Thursday afternoon, for Thursday evening's activities.

Oktemberfest is committed using the downtown area respectfully, so in turn, we need your complete cooperation. Oktemberfest Inc. may seek reimbursement from any vendor who causes or allows damage to occur in your vending area.

Rules:

- a. No vehicles may be driven onto the lawn, unless necessary to facilitate setup. Those vehicles that do travel across the Courthouse lawn must be driven on plywood thick enough to prevent lawn damage. No vehicles may be left on the lawn or on Main St.
- b. No food vendor vehicles can remain parked on Main St or S Center. These areas will be dedicated for loading & unloading only.**
- c. All vendors with cooking or grilling equipment must provide protection for the lawn and sidewalk as necessary so no permanent damage is done.
- d. All vendors with customer areas on the lawn must provide mats for customers to stand on.
- e. Extension cords crossing sidewalks must be protected and be highly visible.
- f. Vendors are responsible to keep their area clean. Trash must be taken to a dumpster only!
- g. Dumpsters will be located at strategic locations downtown. Trash barrels are for general public use only! Cardboard should be recycled where possible - your responsibility.

X

I Acknowledge the Requirements and by signing accepted the Responsibilities required to be a Food Vendor

Vendor Name _____

Contact Person _____

Address _____

Email Address _____

Phone _____

Cost of Being a Food Vender - Type of Organization

1 Day	_____	Non-Profit Rate	\$75.00	_____	For-Profit Rate	\$100.00
2 Days	_____	Non-Profit Rate	\$150.00	_____	For-Profit Rate	\$175.00
3 Days	_____	Non-Profit Rate	\$200.00	_____	For-Profit Rate	\$250.00
4 Days	_____	Non-Profit Rate	\$250.00	_____	For-Profit Rate	\$300.00

(Adjusted fee structure for 2024 is due to no electricity provided)

Vendor Requirements:

Booth Size: (include sketch of booth with serving area and approx. dimensions)

***Assigned Space:** Food vendors will be arranged on east and west sides of S Center St between Main St and Church St.

Vendor spaces will be arranged by size of vending stand or equipment and days of participation. Location preference will be given based on order of applications received.

***Electrical:** Electrical is not supplied this year. Quiet generators must be supplied by vendors.

***Water hookup** Water access points will be provided to one of 2 spigot locations near the food vendors along the east side of S Center St south of Main St

Faucets for all vendors are available to fill buckets, but constant and/or steady pressure cannot be guaranteed even for hoses that are hooked up. Vendors must provide their own water containers to transport as needed.

Access to water is limited by the number of hookups and the distance to those hookups. Extra hose is not provided beyond the initial access points to get to vendors' stations.

Type of Concession: (List of all products to be sold. Some restrictions may be recommended or requested to limit having too many duplicate featured food items)

Other Requirements:

Sales Tax Permit Number / Non-Profit 503C

If Tax Exempt Give complete name of organization and reason for exemption

Include Check or Money order payable to:

OKTEMBERFEST Inc

Mail to:

OKTEMBERFEST Inc - Food Vendors

106 N 6th St

MARSHALLTOWN, IA 50158

Registration & Fee Deadline Sept 1st