

**Dubuque RAGBRAI®| Saturday, July 31, 2010**  
**Food Vendor Contract**



Dubuque RAGBRAI® enters into this VENDOR CONTRACT with (state vendor name)  
\_\_\_\_\_, hereinafter known as “VENDOR,” under the following terms and conditions:

1. That this contract is to provide FOOD SERVICES at the Dubuque RAGBRAI event on Saturday, July 31, 2010.
2. That pursuant to this Vendor Contract, VENDOR is allowed to sell food items and non-alcoholic beverages.
3. That this contract is not exclusive and other vendors may provide the same or similar products..
4. VENDOR is responsible for completing proper license from the City of Dubuque Hall Annex for operation of a food stand. A complete and approved food stand application shall be submitted with the contract. The \$33.50 application fee is the responsibility of the FOOD VENDOR which will be sent to the City of Dubuque Hall Annex. The VENDOR shall also abide by all other applicable laws during the event. If the VENDOR’s food permit is not approved prior to July 15, VENDOR will not be allowed at this event.
5. VENDOR is responsible for any supplies or equipment necessary to operate a food stand. Security will not be provided. VENDOR assumes all responsibility for their product and equipment. The VENDOR holds Dubuque RAGBRAI, the City of Dubuque and the Dubuque Area Chamber of Commerce Convention & Visitors Bureau harmless from any claim arising out of the VENDOR’S operation during the event.
6. VENDOR shall be responsible for clean-up of their vendor lot. Each VENDOR will supply garbage receptacles at their booth.
7. If VENDOR uses any form of grease in cooking, proper mats and traps will be need to be utilized so to not stain the pavement or leave any form of grease on the ground upon leaving the premises, mats & traps will be provided by VENDOR.
8. A map of the lot assignments will be issued by Dubuque RAGBRAI. The map will detail access to power. VENDORS may only use AC outlets assigned to them.
9. VENDOR payment is due at the time the application is submitted
10. As a food vendor, your station should be set up and ready to sell on **Saturday, July 31, by 8am and it must remain open until at least 4pm**. You must have your area clean of all supplies and equipment and depart your vending location by 5pm.
11. Dubuque RAGBRAI will be held rain or shine. Once your vending fees have been processed, it is non-refundable.
12. VENDOR and Dubuque RAGBRAI agree to the terms and conditions of the contract by signing the document and acknowledging that this AGREEMENT REPRESENTS THE ENTIRE UNDERSTANDING BETWEEN THE PARTIES.
13. VENDOR shall return the signed Application to (see following page)

**Dubuque RAGBRAI® | Saturday, July 31, 2010**

**Katie Simmons  
300 Main Street, Suite 200  
Dubuque, IA 52001  
563.690.9208 Ext. 208**

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Vendors Name | Vendors Business

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Vendor's Street Address

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City

State

Zip Code

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Vendor's Contact Number (Day and Evening)

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Iowa Tax ID #, SSN# or IRS Exempt #

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Vendor's Signature

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Date

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Katie Simmons  
Dubuque RAGBRAI

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Date

**Please check one of the following**

Non-Profit Local Food Vendor \$250

For Profit Local Food Vendor \$400

Non – Local Food Vendor \$750

Electrical \$50 per hook up. Specify electrical needs \_\_\_\_\_

Local is defined as businesses within Dubuque County

Make all checks payable to Dubuque Convention & Visitors Bureau RAGBRAI  
Send payment to: Dubuque RAGBRAI, Katie Simmons, 300 Main Street, Suite 200, Dubuque, IA 52001

**Dubuque RAGBRAI® | Saturday, July 31, 2010**  
**Vendor Information Form**

**Site Information:**

As a RAGBRAI Food Vendor you will be required to be open from 8 a.m. to 4 p.m. Riders will start coming into the Port as early as 7 a.m. We anticipate the bulk of the riders to be through the Port of Dubuque between the hours of 10 a.m. and 2 p.m.

Your booth space will be 24 feet wide by 12 feet deep.

You are responsible for having all of your supplies and equipment cleared from your location and removed from the event premises by 5 p.m. on Saturday, July 31, 2010

If you are requiring needs beyond electrical the day of the event, please specify below

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On-Site Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

**Product Information**

Items to be sold at booth:

Approximate Price:

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**PLEASE RETURN THIS FORM WITH SIGNED CONTRACT AND PAYMENT  
ASAP. VENDORS WILL BE NOTIFIED WITHIN 30 DAYS OF THE VENDOR INFORMATION  
FORM SUBMISSION DATE AS TO IF VENDOR HAS BEEN APPROVED.**