

## **CITY OF SCRANTON**

### **RAGBRAI® Vendor Rules & Information**

**VENDOR FEE:** There will be a \$150 vendor fee for all non-profit vendors and a \$250 fee for all for-profit vendors. Proof of tax exempt status as a non-profit vendor is required at time of registration. All fees are to be paid to the City of Scranton at the time of application and can be sent to P.O. Box 428, Scranton, Iowa 51462. Vendor fees will be processed upon approval of your application by the Scranton RAGBRAI Committee. Once your application is approved there will be no refund of vendor fees paid.

**INSURANCE:** All vendors will be required to submit a certificate of liability insurance to the City of Scranton naming the City of Scranton as additional insured. Vendor applications will not be processed until proper proof of insurance has been received.

**SALES TAX:** All for-profit vendors shall have a sales tax permit and shall provide tax ID information to the City on the vendor application form. The City will provide this information to the Iowa Department of Revenue upon request.

**FOOD LICENSE & INSPECTION:** All food vendors will be required to hold a food license. Information on food safety and licensing can be found on the Iowa Department of Inspections and Appeals website at <https://dia.iowa.gov/food-consumer-safety/food-safety-license-applications>. All food safety criteria will be enforced. Non-compliance will be cause for your booth to be shut down immediately. Questions can be directed to Emily Wegner at (515) 669-5062.

**ALCOHOLIC BEVERAGES:** Possession, consumption or selling of alcoholic beverages is strictly prohibited in your booth unless you have a State of Iowa alcohol license that has been approved by the City of Scranton.

**LOCATION:** All activities and vendor booths will be located in our downtown area between Madison and Stanton Streets. Approved vendors will be issued a map showing their specific location. Any vendor set up outside of their approved location will be shut down immediately.

**VENDOR POSTERS & SIGNS:** Approved vendors will be issued an "Official RAGBRAI Vendor" poster. RAGBRAI officials require that these posters be visible to everyone at all times. It is also recommended that any additional signs you post have all prices listed and the print is large enough to be seen by all several feet away. Please post a visible sign if you have run out of food/product.

**ADVERTISING:** All official RAGBRAI vendors will have a listing in any marketing material created by the Scranton RAGBRAI committee and will also be listed on our website and Facebook page, which will be linked to the official RAGBRAI website. It is recommended that you provide some of your own advertising along the way in the forms of signs for riders to see. Riders like to see what is coming up and creative signage can be a way to get them to stop and visit your booth.

**ACCEPTANCE:** The Scranton RAGBRAI Committee reserves the right to deny or accept any vendor application. Incomplete applications will not be accepted. Your application will not be considered until all required items and information has been received by the Scranton RAGBRAI committee.

By submitting this Application, the Applicant hereby acknowledges receipt of the above Rules & Information and shall comply with all provisions at all times. For good and valuable consideration, the receipt and adequacy of which is acknowledged, the Applicant agrees to indemnify, defend, and hold free and harmless the City of Scranton, Iowa, and each of its members, agents, servants, employees, officers, and directors, and any committees organized or formed thereby, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs, and expenses including, but not limited to, attorney fees, reasonable investigative and discovery costs, and court costs, which in any manner may arise or be alleged to have arisen, or resulted, or alleged to have resulted, from the presence, activities, and promotions of any nature or otherwise of the Applicant, its agents, servants, or employees, which relate in any way to the RAGBRAI activities occurring in and around Scranton, Iowa, including, but not limited to, claim or claims for bodily injury or death of persons, health problems associated with ingestion of Applicant's food or beverages, injuries or sickness associated with the use of Applicant's products, and for any loss of or damage to property, including claims or loss by Applicant, its agents, servants, and employees.

Questions can be directed to Scranton City Hall at (712)652-3888.