**Bancroft RAGBRAI Vendor Information**

The Bancroft RAGBRAI Committee is excited about your interest in being a vendor for Day 3 of RAGBRAI in Bancroft! We anticipate 16,000 to 20,000 RAGBRAI riders and support teams visiting our town for 2 to 3 hours during the lunch stop on July 22, 2025. This event offers a fantastic opportunity to serve a large crowd looking for food, souvenirs, and a memorable experience. To help you with your application, we've compiled the following information:

**Event Overview**

Bancroft is looking forward to hosting RAGBRAI riders, support teams, vendors, and community members. We need a variety of vendors to adequately serve the expected crowd. Let's work together to make this a successful event!

**Vendor Location**

Vendors will be located on RAMSEY STREET (main street) along the route. Your assigned space will be 25 feet x 15 feet. Please note:

* You must fit within this allotted space. If you require more space, you will need to purchase an additional space.
* While we will do our best to separate vendors selling similar items, we cannot guarantee exclusivity. By submitting your application, you acknowledge this and agree to comply with your assigned placement.
* Specific vendor location details will be provided prior to RAGBRAI. Volunteers will be available to assist you in finding your designated area upon arrival.

**Application Deadline**

The application deadline is May 30, 2025. Applications received after this date will incur a $50 late fee.

**Important Note:** Submitting an application does not guarantee vendor participation.

**Vendor Approval**

The Bancroft RAGBRAI Committee will notify you of your application status by June 3, 2025.

**Contact Information**

For questions or inquiries, please contact us at [email address removed].

**Right to Deny**

The Bancroft RAGBRAI Committee reserves the right to deny any application based on need, availability, and/or vendor intent.

**Vendor Fees**

**Commercial Food Booth Fees:**

|  |  |  |
| --- | --- | --- |
| **Vendor Type** | **By May 15th** | **May 16th - May 30th** |
| Non-Profit Local | $100 | $150 |
| For-Profit Local | $250 | $300 |
| Non-Profit/Out of Town | $300 | $350 |
| For-Profit/Out of Town | $400 | $450 |

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**Commercial Non-Food Booth Fees:**

|  |  |  |
| --- | --- | --- |
| **Vendor Type** | **By May 15th** | **After May 16th – May 30th** |
| Non-Profit Local | $100 | $150 |
| For-Profit Local | $100 | $150 |
| Non-Profit/Out of Town | $200 | $250 |
| For-Profit/Out of Town | $300 | $350 |

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**Food License**

* Each food vendor is responsible for obtaining and displaying their food license prominently at their booth.
* A copy of the license must be mailed to Bancroft Ragbrai, PO Box 157, Bancroft, Iowa 50517 or emailed to [email address removed] by June 30, 2025.
* Please refer to the State of Iowa regulations for specific food licensing requirements.

**Food Pricing**

* All items must be clearly priced and sold at the advertised price.
* Vendors are responsible for setting their own prices.
* We encourage offering a Wristband Discount for official RAGBRAI riders (e.g., $5 for riders with a wristband, $6 for others) to support ride registration.

**Food Safety**

* Final approval is contingent upon each vendor obtaining a Food Service Establishment License AND passing inspection on July 22, 2025, in Bancroft.
* You will need to complete and submit a Temporary Food Service Establishment License Application to the Iowa Department of Inspections, Appeals, & Licensing, along with the required $50 fee.
* Send the application and fee to: Iowa Department of Inspections, Appeals, & Licensing, 200 Park Avenue, Suite 100, Des Moines, Iowa 50321-1270.
* You can also file online at Food & Hotels | Department of Inspections, Appeals, & Licensing.
* For questions regarding the temporary license, contact 515-281-6538.

**Signage**

* Vendors are responsible for providing their own clear, easy-to-read signs displaying menu items and prices.
* The name "RAGBRAI" cannot be used on vendor signs.
* We recommend having signage to indicate when you are sold out of items.

**Sales Tax**

Vendors are responsible for collecting and filing sales taxes accordingly.

**Work Logs**

Vendors must maintain logs of all workers (paid or volunteer) at their food stands for at least 30 days after the event, in case of a foodborne illness outbreak investigation.

**RAGBRAI Logo**

The RAGBRAI logo cannot be used on any vendor items without prior consent from RAGBRAI.

**Non-Profits**

* **Non-profit food license exemptions:** Organizations serving food only one day per week from their premises are exempt from licensing. A non-profit can also use another non-profit's premises for this purpose. (Note: City, county, or state property like streets and most parks are not considered non-profit premises.)
* **Non-profit food exceptions:** Licensed non-profit temporary food establishments may serve packaged or unpackaged foods that do not require temperature control from any source.

**Selling from Your Yard**

If you plan to sell from your yard, you must still complete the vendor application and pay the "for-profit business" fee. Insurance and a temporary food license (if not distributing commercially packaged goods) are required.

**Insurance**

All vendors are required to have a minimum of $1,000,000 in liability coverage.

**Water Supply**

Vendors are responsible for providing their own water supply, including ware washing, utensil washing, sanitizer, test strips, and handwashing stations. There is currently no water supply available at the venue.

**Liquid Waste Disposal**

Vendors are responsible for liquid waste disposal. Oil and other cooking liquids cannot be disposed of in the venue's dumpsters.

**Vendor Setup/Takedown and Parking-** This will be provided upon acceptance. **SETUP MUST BE COMPLETE BY 8:00 AM.**

**Vendor Requirements Checklist**

* Vendor Application (with separate checks for registration fee and $100 clean-up deposit)
* Liability Insurance Certificate
* Copy of Temporary Food License Permit
* Copy of Sales Tax Permit (if required)

**Submission Instructions**

Please mail your completed application, along with the required documentation and fees, to:

Bancroft RAGBRAI Committee

PO BOX 157

Bancroft, IA 50517

Or drop it off at Bancroft City Hall: 105 E Ramsey Street.

Please make checks payable to Bancroft RAGBRAI. The registration fee and $100 clean-up deposit must be on separate checks. The clean-up deposit will be refunded after the event if your area is properly cleaned.

Thank you for your interest in participating in RAGBRAI in Bancroft!

For any questions regarding vendor registration, please contact Laura or Crysti Neuman at bancroftragbraicommittee@gmail.com