



2019 Vendor Guide & Application

Vendor Contact: Sara Pinkham

Email: vegfesteasterniowa@gmail.com

Kirkwood Regional Center

2301 Oakdale Blvd

Coralville, Iowa 52241

Location/Venue: The Kirkwood Regional Center – 2301 Oakdale Blvd, Coralville, IA 52241. The vendor area will be on the first floor in the Commons.

Hours of Operation: Saturday, November 9 from 10:30am-4:00pm. Vendors will have access to the space as early as 8:30am on the day of the event, and may begin setting up at this time.

Application Process: Please submit your application by September 1 at the very latest. The VegFest planning committee is seeking a good overall mix of vendors, including vegan-only food, retail, and plant-based education. Because there are limited booths available, it is recommended to submit your vendor application as soon as possible. Please view the attached application for all criteria. You will be notified by the Vendor Contact of your acceptance to the event within 7 days of submitting your form, after which your booth fee should be paid within 30 days.

Requirements for Participation:

- Application completed, signed, and submitted

- **Food vendors must submit all menu items and ingredient lists to the Vendor Contact by October 9.**
- **Copies of any necessary food permits submitted to the Vendor Contact by November 1 at the latest.** (temporary food license, mobile food license, etc.)
- **Booth fee must be paid in full within 30 days of acceptance**

If these requirements are not met, your business or organization will not be able to participate in the event.

Booth Fees:

Vendor Type	Cost	Details
Nonprofit	\$50	(1) - 6'x10' booth space (includes 6' table and 2 chairs)
	\$40	(1) - 6'x10' booth space (table and chairs not provided)
For-profit business (includes retail, food vendors with items prepackaged in a certified facility, etc.)	\$100	(1) - 6'x10' booth space (includes 6' table and 2 chairs)
	\$90	(1) - 6'x10' booth space (table and chairs not provided)
Food vendor (includes vendors with food being cooked, prepared, or served on-site; also includes food trucks) <i>Must also obtain a valid temporary food service license for the event and meet day-of-event inspection requirements by Johnson County Public Health. Food trucks must have a valid food truck license.</i>	\$150	(1) - 6'x10' booth space (includes 6' table and 2 chairs, guaranteed access to electricity) <i>or</i> (1) parking area for food trucks
	\$140	(1) - 6'x10' booth space (table and chairs not provided, but access to electricity guaranteed)

Payment:

- Payment may be made via check or cash. Checks may be made out to the Vegan Community of Eastern Iowa and mailed to the Vegan Community of

Eastern Iowa, Attn: VegFest Vendors, PO Box 1085, Iowa City, IA 52240.
Checks or cash can also be given in person to VegFest of Eastern Iowa committee members with prior arrangement.

- Payment may also be made online by requesting a secure payment link from Sara Pinkham at vegfesteasterniowa@gmail.com.
- Payment must be delivered in full by no later than 30 days after confirmation of entry to the VegFest of Eastern Iowa vendor hall.
- Booth spaces will not be officially reserved until payment is received.
- Any checks written to the Vegan Community of Eastern Iowa that are returned due to insufficient bank funds will be assessed, in addition to the amount owed, a surcharge of \$35 per check to cover associated expenses.
- No refunds will be given for any reason.

What is Vegan?

- The Vegan Community of Eastern Iowa defines vegan items as those which do not cause harm or suffering to animals. Items that are *not* allowed at VegFest of Eastern Iowa include: dairy, meat of any kind (red meat, poultry, fish), eggs, honey, leather, wool, fur, feathers, shells, silk, or any other product that is made using animal-derived ingredients. Products which have been tested on animals or include animal ingredients will not be allowed.

VegFest General Vendor Requirements:

- Vendors are responsible for providing and maintaining their own insurance.
- All items must be vegan (meaning cruelty-free products, and no animal products whatsoever used to make the items), and vendors must not promote non-vegan items at the event.
- Vendors are responsible for ensuring that proper sales tax is applied (if necessary) and that the required permits are obtained: www.state.ia.us/tax
- No companion animals are allowed inside the venue. Certified service animals are welcome.
- No smoking or vaping is allowed inside the building.
- Illegal activity and/or inappropriate conduct will result in closure of a vendor booth without refund. Vendors deemed to be disruptive by the VegFest of Eastern Iowa will not be admitted to future VegFest events. Disruptive behavior includes sales/sampling of non-vegan items, illegal activity, inappropriate conduct and/or behavior, poor customer service, etc.
- Vendors are responsible for removing debris from individual booths prior to departure.

- The VegFest of Eastern Iowa and Kirkwood Community College's Kirkwood Regional Center will not be held responsible for any damage, loss, or theft incurred by the vendor.
- Vendors must have at least one representative at their booth at all times during the VegFest.
- If the vendor must leave unexpectedly, he or she must notify the organizers as soon as possible. No refunds will be issued.
- Vendors must keep all items within their allotted booth space unless otherwise approved. No chairs or merchandise may be in the public walkway due to fire code requirements.
- Vendors will be assigned a space for the duration of the event solely at the discretion of VegFest of Eastern Iowa.
- Please list all items intended for sale in the application. Items considered inappropriate for the event may be removed at the discretion of the vendor selection committee. No items containing animal products will be permitted, and all items must be cruelty-free.
- Flammable substances and open flames will not be permitted. Glitter and helium balloons are not allowed out of respect for the venue and for ease of clean-up.
- Vendors must be checked in one hour prior to the opening of the event (9:30am).
- Vendors may begin tear-down of booths no earlier than the advertised end time of the event.
- Vendors may park anywhere in the large parking lot at the Kirkwood Regional Center, but may not park for any reason on the heated cement walkway leading up to the front doors of the venue.
- Vendors may not affix anything to the walls or glass within the venue.
- A fun, attractive display is strongly encouraged! 😊

Additional Requirements for Food Vendors:

- Food vendors **MUST** display the appropriate permits and/or certificates, i.e.: temporary food license, mobile food license, etc. Copies of these documents must be submitted no later than November 1. Please be in touch with the Vendor Contact if you are not sure where to obtain permits.
- Only those with the appropriate food-serving or processing licenses and may offer food or drink at the VegFest of Eastern Iowa per Johnson County Public Health.
- Sale or serving of beverages containing alcohol will not be permitted per the State of Iowa and the venue.

- Food vendors must display items on well-maintained and clean surfaces. Ready-to-eat foods must be in covered containers or individually wrapped per Johnson County Public Health. Hot foods being served must be served from appropriate containers and at the proper temperature; food service gloves must be used when touching food.
- VegFest of Eastern Iowa strives to be as green as possible; therefore, food vendors will be required to use only compostable serviceware. Vendors must provide their own compostable napkins, eating utensils, plates, bowls, cups, straws, etc. (as needed) for guests. Use of non-compostable serviceware will result in a \$100 fine due to subsequent necessary cleanup measures. If you are unsure of where to purchase compostable food service items, we recommend Ecocare Supply in Coralville: 319-800-9162, or ecocaresupply.com.
- *Reminder: Food vendors must submit all menu items and ingredient lists to the Vendor Contact by October 9.*
- *Reminder: Copies of any necessary food permits submitted to the Vendor Contact by November 1 at the latest. (temporary food license, mobile food license, etc.)*

Sustainability: Compost, Recycling, Trash

- Vendors will be expected to dispose of compostable waste generated by prep/clean-up in the designated compost bin, not in the trash.
- Recyclable and compostable materials should not be discarded in trash destined for the landfill. We will provide collection points for: Paper/plastics/metals; glass; compostable materials/food waste.
- **Please avoid the use of plastic bags and bottled water – we will be encouraging guests to bring reusable bags and their own reusable water bottles.**

Additional details will be sent to selected vendors prior to the event, including information about loading zones, etc.

2019 Vendor Application

for the 2nd Annual

VegFest of Eastern Iowa

at the Kirkwood Regional Center in Coralville

Please return your completed form by email to vegfesteasterniowa@gmail.com

Checks may be mailed to: Vegan Community of Eastern Iowa, Attn: VegFest

PO Box 1085, Iowa City, IA 52240

Online payment option is available: send an email to Sara using the email address above.

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Deadline for Application: September 1, 2019

Deadline for Payment: Within 30 days of acceptance.

COMPANY/BUSINESS:

CONTACT(S):

ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

EMAIL: _____

WEBSITE:

FACEBOOK: _____ TWITTER: _____

INSTAGRAM: _____ OTHER SOCIAL MEDIA: _____

TAX ID NUMBER: _____

MERCHANDISE DESCRIPTION:

DESCRIPTION OF BOOTH SET-UP:

PREFERRED BOOTH (PLEASE CHECK):

If you would like to purchase two booths side-by-side as a single vendor display, this may be possible depending on the number of admitted vendors. Please note this preference when sending your application.

- ☐ NONPROFIT (WITH TABLE/CHAIRS) - \$50
- ☐ NONPROFIT (NO TABLE/CHAIRS) - \$40
- ☐ FOR-PROFIT BUSINESS (WITH TABLE/CHAIRS) - \$100
- ☐ FOR-PROFIT BUSINESS (NO TABLE/CHAIRS) - \$90
- ☐ FOOD VENDOR (WITH TABLE/CHAIRS) - \$150
- ☐ FOOD VENDOR (NO TABLE/CHAIRS) - \$140
- ☐ FOOD TRUCK - \$150

AMPS/WATTS NEEDED TO OPERATE YOUR BOOTH (IF APPLICABLE):

With your application, please submit at least (2) clear promotional photos for your business; these photos will be used for promotional purposes leading up to the event. We would also love to hear the story of your business so we can share it with guests via social media!

The undersigned and their business/organization does hereby agree to all terms and conditions stated in the Vendor Guide and does hereby release and hold harmless the Vegan Community of Eastern Iowa, VegFest of Eastern Iowa, the Kirkwood Regional Center at the University of Iowa, event sponsors, and other affiliates from all actions, suits, damages or claims of any kind relating to the property, person, agents, or business of the vendor while participating in VegFest of Eastern Iowa. The undersigned will hold harmless all agents, representatives, and volunteers of the above noted organizations and other affiliates. It is understood that VegFest of Eastern

Iowa and its affiliates make no guarantees as to the number of attendees for any event. The undersigned also certifies that they will exhibit only merchandise that has been disclosed and pre-approved per the conditions of this contract, and that the information presented here is factual to the best of their knowledge.

Signature: _____

Date: _____ Printed Name: _____