



**DOWNTOWN PARTNERSHIP  
STREET FESTIVAL  
July 23 & 24, 2010  
SPECIALTY FOOD VENDOR AGREEMENT**

*This agreement is between the Downtown Partnership (a division of the Iowa Quad City Chamber) and the signed Specialty Food Vendor.*

**Specialty Food Definition** – Food vendor that sells only one type of food item.

Example: Kettle Corn, Roasted Nuts, Beef Jerky, Root Beer, etc.

**HOURS OF THE FESTIVAL:**

**Friday, July 23**      **10:00 a.m. – Midnight**  
**Saturday, July 24**    **9:00 a.m. – Midnight**

- Exhibitor must be present for the entire two-day event.
- We recommend that Specialty Food Vendors remain open until Midnight both days; however, vendors may teardown after 10:00 p.m. if desired.

**TERMS OF THIS AGREEMENT**

**Specialty food vendors can ONLY sell one (1) item.**

- If you would like to sell more than one item you will be considered a regular food vendor.
- There will be a maximum of two (2) of the same type of Specialty Vendor.

**The following items must be submitted to the Downtown Partnership by May 14, 2010.**

**Scott County Health Department Temporary Food Application**

All food vendors must provide the Downtown Partnership a copy of a current permit from the Scott County Health Department. The Temporary Food Application is available online at [www.scottcountyiowa.com/health/food.php](http://www.scottcountyiowa.com/health/food.php) or by contacting the Scott County Health Department at 428 Western Avenue, Davenport, IA 52801. Telephone #: 563.326.8618.

**Certificate of Insurance**

A certificate of insurance must be included with the Food Vendor application. The minimum coverage of \$500,000.00 liability insurance, naming the Downtown Partnership – Iowa Quad Cities Chamber of Commerce, the City of Davenport, any sponsors, and any private property used by the Downtown Partnership Street Festival as additional insured. The Downtown Partnership – Iowa Quad City Chamber of Commerce, the City of Davenport, and any sponsors shall be held harmless for injury to person(s) or property incurred by the vendor as a result of their participation in the Downtown Street Fest.

**Tax Identification**

All vendors must provide a Tax Identification # or Social Security # as requested on the application. Contact the Iowa Department of Revenue at 563.386.6484.

**Booth Photos**

Submit photographs of your booth displaying a minimum of two sides and diagram of booth showing total square footage and serving side(s). Photographs will be returned upon acceptance. **Because we are monitoring the use of unauthorized products this year, please send photos even if you are a returning vendor.**

**APPLICATION:**

- All entries must be postmarked or received no later than **May 14, 2010**.
- A \$25 late fee will be assessed to all entries received after May 14. No applications will be accepted after **June 1, 2010**.
- All complete applications are dated upon receipt, which will be the order of selection and booth request priority.
- The booth fee and security deposit must be submitted upon application into the Fest. No contracts will be accepted until completed application and all fees are received at the Downtown Partnership offices.

## SELECTION:

- The selection process will take place as entries are received.
- The Street Fest Committee will be reviewing each application and determining acceptability. The available spaces will be filled by qualifying vendors.
- Upon acceptance, the vendor booth fee will be deposited and will **NOT BE REFUNDED**.
- Any vendor not selected will receive their undeposited checks back.
- The Street Fest Committee reserves the right to limit the same types of specialty food that can participate in this event.

## CONFIRMATION:

- Confirmation will be made as applications are accepted. Space assignments will be sent by July 1, 2010.

## BOOTHS:

- Each Specialty Food vendor is provided a space, which is assigned by the Street Fest Committee.
- **Vendors will not be allowed to move to a new location at any time.** Any vendor who disregards this rule will be immediately removed from the Street Fest and will automatically forfeit their deposit.
- Vendor/owner will be allowed to have more than one booth; however, they can not sell the same item from both booths.
- **Specialty food item and prices must be posted throughout the entire festival.**
- Vendor booths will not be allowed to extend beyond the ten-foot (10') deep mark (from the curb out), or the ten-foot (10') wide mark.
- Each vendor must provide all equipment and materials for their booth. All materials must be stored within the confines of the area you are assigned. Refrigerated trucks will not be allowed in the area you are assigned.
- The Downtown Partnership will not provide any type of framed tents or covering for Specialty Food vendors. Participants are expected to bring their own display booth, display racks and any booth support materials.
- **No grilling on sidewalks is allowed.** If you are using a fryer, you must provide a catch beneath the fryer, i.e., a mat or cardboard box to alleviate grease on the street.
- Vendors will be responsible for any property damage incurred in the area of their booth.
- If you request electric, you are required to bring a 100-foot electrical cord and equipment. All cords & equipment must have grounds and must meet approval of on-site electrician.
- **No** beer or alcoholic beverages may be sold at your booth. The Downtown Partnership will be selling bottled water, pop, beer and wine coolers from three (3) locations within the festival.
- All sales will be conducted by cash and will be the responsibility of the vendor. The Downtown Partnership will charge a non-refundable booth fee to each vendor. No commissions will be charged.

## VENDORS SHALL PROVIDE THE FOLLOWING DURING THE EVENT:

1. Trash container. Minimum 30 gallon for customer use.
2. Tent coverage, refrigeration unit, fire extinguisher, and be in compliance with all Health Department standards.
3. If requesting electricity: 100 feet of electrical cord and equipment. (All cords & equipment must have grounds and must meet approval of on-site electrician.)
4. 200 feet of non-leaking white hose for water supply to your unit. All connections must be attached with a back flow protection device.
5. Mat and/or cardboard to cover and protect the street surface from grease and food spills.
6. Hand cart to get ice.

## FEES:

The fee for the two-day Festival includes the following:

1. Space rental, up to 10' deep (from curb out) x 10' wide (width along curb).
  2. Trash service/grease pit and service
  3. Water hook-up
  4. Advertising of the event
  5. Security (will be provided, but any damages or loss will be the responsibility of the vendor and not the Festival Committee).
- Your fee includes a \$600 non-refundable booth charge and a refundable \$100 security deposit.
  - Vendors that do not follow the rules of this agreement will forfeit their \$100 deposit.
  - Vendors requesting electrical use are assessed an additional charge of \$100, and will only be wired for a maximum of 50 amps.
  - **No** vendor will be allowed to have electrical use unless they have paid with his/her vendor fees, and received by June 1, 2010.
  - The booth fee and security deposit must be submitted upon application into the festival. No vendor booth locations will be held until completed application and all fees are received at the Downtown Partnership offices.
  - Payment shall be made by money order, certified check, or cashier's check. **No personal or business checks will be accepted. No exceptions!**
  - The Street Fest Committee has the authority to reject the application of any exhibit or undesirable item.
  - The Director of the Street Fest will approve any changes or replacements due to emergency situations only and reserves the right to modify any component(s) of this event as needed. All decisions made by the Festival Director and/or Committee are final.
  - There are no cancellations or refunds due to inclement weather.

## SET-UP:

- Food vendors may begin set-up at 5:00 p.m. on Thursday, July 22 and must be completed by 10 a.m. Friday, July 23. **FOR YOUR SAFETY NO ONE WILL BE ALLOWED TO SET UP BEFORE 5:00 p.m. ON JULY 22!**
- Power (if requested) and water will be available Thursday during set up.
- Because of a major foot race in Downtown Davenport, held on Saturday, July 23, at 8:00 a.m., it is recommended that vendors be at their booths by 6:00 a.m. on Saturday. All exhibitors **must** be set-up by 10:00 a.m. on Friday, July 23 and 9:00 a.m. on Saturday, July 24.
- No vehicles will be allowed on the streets after 10:00 a.m. on Friday, July 23 and 9 a.m. on Saturday, July 24.
- **It is recommended that Specialty Food vendors remain open until Midnight both days.**
- All Specialty Food vendors must remain open until at least 10:00 p.m. both days. Any vendor seen tearing down their booth before 10:00 p.m. will automatically forfeit their \$100 deposit and will not be eligible to participate in the Street Festival for three years.
- Specialty Food vendors may **HAND-CART** items from the area after 10:00 p.m.
- No vehicles will be allowed back in the festival area until after closing at Midnight and pedestrians have cleared. The Davenport Police have mandated that no vendors will be allowed to drive in the area before Midnight. This is done for crowd control and safety.

## SECURITY:

- Specialty Food Vendors may leave booth overnight Friday at their own risk.
- General grounds security will be provided but any damage or loss will be the responsibility of the exhibitor and not the Festival Committee.
- The Street Festival Committee will visit all booths and has the authority to request the removal of any exhibit or undesirable item.

## ICE:

- Vendors may purchase ice from the Downtown Partnership beverage tent located on Main Street.

**CLEAN-UP:**

- Vendors are responsible for maintenance and clean-up within a ten foot radius of their assigned space during and following the close of business each day.
- It is the responsibility of each vendor to clean their area at the end of the Festival. All trash and food spills must be cleaned from your designated area to receive your deposit refund.
- Grease is to be dumped in designated containers. **DO NOT DUMP GREASE ON THE GROUND OR INTO THE SEWER! IF YOU DO SO, YOU WILL BE FINED \$1,000.00.** (The City can pinpoint exactly where the grease was dumped into the sewer.) Understand that toxic dumping in our city streets lead directly to our rivers and streams.

**PLEASE ABIDE BY THE RULES - IT MAKES THE EVENT SAFER FOR EVERYONE!**

**QUESTIONS?**

Contact Marcy Hyder

Phone (563) 823-2667

Fax (563) 322-7804

E-mail [mhyder@iowaQCchamber.com](mailto:mhyder@iowaQCchamber.com)

Keep this information for your records.

Complete the attached contract and return to Downtown Partnership – Iowa Quad City Chamber.

OFFICE USE ONLY

Date Received: \_\_\_\_\_ Amount: \_\_\_\_\_ Vendor Placement # \_\_\_\_\_

Applications will not be accepted until completed contracts and all fees are received at the Downtown Partnership offices.

DOWNTOWN PARTNERSHIP  
STREET FEST  
July 23 & 24, 2010  
SPECIALTY FOOD VENDOR CONTRACT

Not acceptable if illegible - please print the following:

CONCESSION/GROUP NAME: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

NAME DEPOSIT REFUND IS PAYABLE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

CELL # \_\_\_\_\_ Emergency # \_\_\_\_\_

TAX I.D. OR S.S.N.: \_\_\_\_\_ IOWA SALES TAX I.D.: \_\_\_\_\_

Space assignments will not be made unless the vendor provides a Tax Identification or Social Security number.

MENU ITEM

PRICE

Only the item listed above will be allowed to be sold – based on Committee approval. A maximum of **two** of the same types of specialty food vendors can participate in the event.

BOOTH FEE: \$ 600

NUMBER OF BOOTHS (10' x 10' Space) x \_\_\_\_\_

DEPOSIT: \$ 100

OPTIONAL \$100 for ELECTRICITY\* \$ \_\_\_\_\_ \*Space will only be wired for a maximum of 50 amps

POWER REQUIREMENTS: Volts \_\_\_\_\_ Amps \_\_\_\_\_

TOTAL ENCLOSED: \$ \_\_\_\_\_

Please carefully and thoroughly read the following statement before signing!

I understand, accept, and will abide by the rules and policies set forth in the Downtown Street Fest Specialty Food Vendor Agreement. I agree to release the Iowa Quad City Chamber-Downtown Partnership, the City of Davenport, and any private property owners from responsibility and/or claim for loss, damage, or injury to my person or those representing my concession, during the period of concession at the Downtown Street Fest, July 23 & 24, 2010. I agree that Iowa Quad City Chamber Downtown Partnership, the City of Davenport, and all others responsible for the Downtown Street Fest are not responsible for damage caused by acts of God or human nature. I agree to follow all of the rules and regulations of the Downtown Street Fest Food Vendor Agreement.

Specialty Food Vendor's Signature

Date

In order to properly process your application, please enclose the following:

1. Completed copy of this contract per vendor booth
2. Certificate of Insurance
3. Photograph of your booth displaying a minimum of two sides
4. Diagram of booth showing total sq. footage and serving side(s)
5. Money order, cashier's check, or certified check for total amount due

SEND COMPLETED APPLICATION AND FEES TO:

Downtown Partnership – Iowa QC Chamber  
Attn: Street Fest  
130 W. Second Street, Davenport, IA 52801

SEND TEMPORARY FOOD LICENSE TO:

Scott County Health Department  
427 Western Ave, Davenport, IA 52801