



May 15-17 2020
Washington Park – Dubuque, Iowa

Director Ali Levasseur
Food Vendor Coordinator Alanda Gregory
PO Box 1166
Dubuque IA 5204-1166
563-581-9688

2020 Festival Dates Dates are May 15-17, 2020

Location We will be having all food vendors at Washington Park again this year. Our stage will be on 6th St in front of the federal building, with a fenced in liquor licensed area. We will be positioning the food vendors in the fenced area and around the perimeter of Washington Park on the outside of the fenced area.

Vending fees This year, DubuqueFest is offering three Food Vendor Fee options based on the number of days you will be selling.

Three Day Vendor will serve the times listed below and agrees to pay \$200, plus \$50 clean up deposit.* Three Day Vendors will get first priority for preferred placement.

Two Day Vendor will serve the times listed below and agrees to pay \$250, plus \$50 clean up deposit.* Two Day Vendors will get second priority for preferred placement.

One Day Vendor will serve the times listed below and agrees to pay \$250, plus \$50 clean up deposit.* One Day Vendors will get third priority for placement.

*Please submit Deposit as a separate payment, Deposit Checks will be voided and sent back, or cashed after the festival if necessary).

Application Deadline Friday April 24, 2020 11:59pm

Serving Time Three Day Vendors: Fri 5pm – 10pm, Sat 12pm – 10pm, and Sun 10am – 4pm

Two Day Vendors: Sat 10am – 10 pm, Sun 10 am – 4pm

One Day Vendors: Sat 10am - 10pm OR Sun 10am - 4pm

Space Approximately 10' x 10' for tents, 20' x 10' for trailers

Electricity: Chafing dishes for hot food or ice chests for cold items are recommended because **electrical outlets are very limited**. Each duplex outlet (box with 2-outlets/plug-ins) has a 20 amp circuit. This means only 16 Amps of power can be plugged into one box. Each item you plug in should have its Amps or Wattage listed on the item or on its tag. 16 amps translates to 1,920 watts. Please plan your electrical needs accordingly. Ex: If you have a 16 amp roaster, only that roaster can be plugged into that box/outlet. You cannot plug in any other item to that box. Please provide a list of all electrical devices and appliances that will be used at the event and their requirements.

DubuqueFest Fine Arts Festival is an affiliate of Dubuque County Fine Arts Society, a non profit arts org whose mission is to offer free arts programming to the masses, founded 1976.

The City of Dubuque has NEW event permit regulations, and any vendor using **more than one extension cord between an outlet and a device is required to be inspected and approved by a licensed electrician. Please alert Festival staff if your station will require inspection.**

Table Service: Provide all items necessary for serving including tables, plates, utensils, napkins, etc. In keeping with DubuqueFest’s “zero waste” efforts, special recognition will be given to vendors using compostable (paper) and recyclable tableware. **Use of styrofoam materials of any kind is strongly discouraged.**

Clean up: Vendors are required to clean up their immediate area. Failure to cleanup will result in loss of invitation to vend at future DCFAS events. Your area will be checked by DubuqueFest staff at the completion of each night. Any cleanup violations will result in loss of deposit.

Please observe the following rules to ensure a complete refund of your deposit:

- To prevent accidental spills from staining the concrete, causing other damage or creating cleanup problems, vendors using grills, fryers or other potentially messy equipment or techniques should use cardboard, plywood or a tarp/drop-cloth under potentially problem equipment and/or prep areas.
- Potentially dangerous waste (hot coals, fryer oil, etc.) is the responsibility of the vendor and should be removed and/or properly disposed of off the premises. **Using storm drains to dump excess liquids or materials is NOT permitted.**
- Other waste, including cardboard boxes, garbage bags, and other refuse **MUST BE DISPOSED OF IN THE DUMPSTER** located on 6th street. Leaving any waste outside of trash cans on will result in the loss of clean up deposit.
- The City has asked that we refrain from using duct tape on the lampposts or concrete. Instead, use cable ties (a.k.a. zip ties) to secure extension cords to lampposts and run cords in the gutter, next to the curb to avoid a tripping hazard. If duct tape on concrete is necessary for safety, please remove all tape at cleanup.
- Note that any damage to the street, sidewalk, lamp posts or other amenities by you or your crew could result in your being assessed for any necessary repairs as deemed necessary by Dubuque Main Street and DubuqueFest.

Food Permits: Each vendor must contact the City Health Services regarding temporary food stand permits and other regulations. Food permits are currently \$50 per event and due 30 days prior to the event. If you have questions, please call Tim Link at 563-589-4181.

Generators: The use of generators must be approved by DubuqueFest Fine Arts Festival. With the small amount of electricity, this is recommended.

Food Donation: DubuqueFest will NOT provide food vouchers to volunteers or musicians this year. However, we will provide backstage food. If you would be willing to donate meals to musicians, we will happily bring food backstage from your booth and recognize your donation with your logo on signage. Please contact Food Vendor Alanda Gregory or Director Ali Levasseur.

Handling Money: Vendors are responsible for all transactions and retain all proceeds of sales.

Inclement Weather: In the event of inclement weather, DubuqueFest will notify each vendor as soon as possible, if the event is to be moved, rescheduled or cancelled.



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Insurance: Each participating vendor must provide DubuqueFest with a **current Certificate of Insurance listing DubuqueFest AND the City of Dubuque as additional “insured” for this event.** This is a requirement by the City. Please send these documents to DubuqueFest with your registration.

Menu Changes: DubuqueFest will promote booth location maps and a list of food vendors & their menu items for the general public. All menu changes must be approved with DubuqueFest to minimize the possibility of duplicate food offerings. This listing will be published with our vendor food map. I plan to serve the following food items:

Relocating: Vendors will receive a map indicating designated location at the beginning of the event. DubuqueFest reserves the right to relocate a vendor at any time. **Vendors will NOT dictate the location of their booth.** Festival staff will make every attempt to meet special location needs as long as they are communicated by the vendor in advance.

Beverages: DubuqueFest food vendors should serve non-alcoholic beverages. The Dubuque County Fine Arts Society will serve all alcoholic beverages. As a DubuqueFest vendor, you agree not to serve alcoholic beverages of any kind during all events. Carry-in of alcoholic beverages for private (vendor) consumption is prohibited. Any vendor/employee/volunteer observed violating this provision is subject to termination of vendor status and may be fined.

Parking: All streets and parking spots are to be used during setup or tear-down only. Food trailers may stay overnight, but towing vehicles must be moved for the duration of the event. It is suggested to park in nearby ramps or surface lots.

Event Contact: Before event & Friday set up Alanda Gregory
Foodvendor@DubuqueFest.org, 563-663-3342

DubuqueFest weekend Ali Levasseur director@dubuquefest.org,
307-630-9447.



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DubuqueFest reserves the right to void this contract at any time

I agree to terms and conditions of this contract:

Signature(s) of Vendor(s) _____ Date: _____

Signature of DubuqueFest Director or Designee _____ Date: _____

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

I want a _____ Three Day Vendor location Fri - Sun 5/15-17/20

_____ Two Day Vendor Location Sat - Sun 5/16-17/20

_____ One Day Vendor Location _____ Sat 5/16/20 OR _____ Sun 5/17/20

To reserve your space please return this registration form, insurance statement, and checks* _____ Three Day Vendor fee \$200 and \$50 deposit

_____ Two Day Vendor fee \$250 and \$50 deposit

_____ One Day Vendor fee \$300 and \$50 deposit

*made payable to DubuqueFest).

Mail to: DubuqueFest c/o Alanda Gregor, PO Box 1166, Dubuque IA 52004 or arrange a date/time for in-person pick up before Friday April 24, 2020.

For more information, contact Alanda Gregory via email at foodvendor@dubuquefest.org, or by phone at 563-663-3342.

Sincerely,

Alanda Gregory | Food Vendor Coordinator