

Vendor Requirements Oktoberfest 2009

Fees a non-refundable fee must be paid along with a completed application. Failure to submit payment will prevent planning for your location, and no vendor will be allowed to set up until fees are paid, *Sorry no exceptions.*

Your organization must provide a Certificate of Insurance of at least \$500,000 *naming the City of Marshalltown, Marshall County, and Oktoberfest Inc. as additional insured's.* If possible, this certificate should be enclosed with your completed application. In any event, the Certificate is required before you may set up at Oktoberfest.

Your organization must provide an Iowa State sales tax permit number to Oktoberfest on the application, or verify tax exempt status.

Food vendors are responsible for obtaining a permit from the State of Iowa Health Inspector. Please make note of all items, especially the temporary food stand hand washing set-up requirements and personnel logbook with employee's and volunteer's name, address, telephone number and date and hours worked.

Your booth, stand, or location must be staffed:

Friday	5 pm to 10 pm
Saturday	9 am to 8 pm
Sunday	Noon to 5 pm

BONUS: You can set up Thursday afternoon, for Thursday night's activities.

The Marshall County Supervisors allow Oktoberfest to use the Courthouse lawn. Oktoberfest is committed using this area respectfully, so in turn, we need your complete cooperation. Oktoberfest Inc. may seek reimbursement from any vendor who causes or allows damage to occur in your vending area.

Rules:

- No vehicles may be driven onto the lawn, unless necessary to facilitate setup. Those vehicles that do travel across the Courthouse lawn must be driven on plywood thick enough to prevent lawn damage. No vehicles may be left on the lawn.
- Trailers traveling across or parked on the Courthouse lawn must be driven and parked on plywood thick enough to prevent lawn damage.
- All vendors with customer areas on the lawn must provide mats for customers to stand on.
- All vendors with cooking or grilling equipment must provide protection for the lawn as necessary so no permanent damage is done.
- Extension cords crossing sidewalks must be protected and be highly visible.
- Vendors are responsible to keep their area clean. Trash must be taken to a dumpster only! The dumpsters are located on the South side of the Courthouse, or in the alley on the West side of Center Street, between Main and Church Streets. The trash barrels are for general public use only! Cardboard should be recycled where possible - your responsibility.