



Dear 2009 Oktemberfest Vendor,

Plan your year with these dates scheduled for Oktemberfest:
September 24th thru the 27th, 2009. Set up will be Friday afternoon the 25th, but you may want to set up Thursday the 24th. Thursday evening is the Kids Fun Run, and Little Miss and Mister Crowning. You can setup that day if you wish, optional. The food vendors will be back on the Courthouse square along Main Street.

This is Marshalltown's and the Area's Greatest Weekend Event. Oktemberfest holds one of the most Premier Parades in Central Iowa, along with a Car Show, Running Races, Live Bands, Outstanding Talent, Kids' Fun Run, Miss and Mister Contest, along with many, many other Events. Thousands of people will be in attendance, enjoying the weekend long festivities and will need just the very things your organization brings to the event!

Oktemberfest organization is looking for Vendors and Organizations such as yours to participate in the excitement of this great event. We want you to plan, organize, and profit from your association with us, and we want to help you make that possible. *If your business or organization is interested in participating as a vendor, please fill out and return the enclosed application as soon as possible, deadline is July 31, 2009. Space will be very limited, and priority for space and services will be given to those applications received first.*

Also – some Major changes are happening July 1st with the State of Iowa concerning Rules and Regulations with food services. It will be your responsibility to keep yourself up to date on those changes so as not to interrupt your service.

If you have been a vendor at our event in the past, applications still need to be filled out every year for us to make plans to include you in this year's event. Incomplete applications may delay or cause you to miss this opportunity to participate.

Oktemberfest is entirely made up of volunteers who plan this event throughout the year with many long hours dedicated to putting this successful festival on. We look forward to having you here and want to welcome you to our festival. Should any questions or comments arise, please call me personally, Tom Wahl 641-751-3267 cell or email me at tdwahl@marshallnet.com. I will be in charge of the vendors for the 2009 festival.

Looking forward to seeing you,

Tom Wahl
Oktemberfest Vendors Chairman

P.O. Box 1616, Marshalltown, IA 50158

Check out all the Oktemberfest Events at www.oktemberfest.com!

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.

Please send your completed Application with Payment to:

Oktemberfest – Vendors 2009

Attn. Tom Wahl,

PO Box 1616,

Marshalltown, IA 50158

Vendor Name _____

Contact Person _____

Address _____

Phone _____

Type of Organization

_____ In County for Profit \$300.00 _____ Out of County for Profit \$350.00

_____ In County Not for Profit \$200.00 _____ Out of County Not for Profit \$250.00

Vendor Requirements:

Booth Size: (include sketch of booth with serving area)

***Electrical:** (please be specific about your requirements, plug type, etc..)

***Water hookup** requested? Yes No

*Faucets for all vendors are available to fill buckets, but constant and/or steady pressure cannot be guaranteed even for hoses that are hooked up.

*Access to water and electricity are limited by the number of hookups and the distance to those hookups. Proper size extension cords and extra hose are highly recommended.

Type of Concession: (List of all products to be sold, some restrictions may be applied)

Other Needs:

Sales Tax Permit Number / Non Profit 503C _____

If Tax Exempt Give complete name of organization and reason for exemption
