



## FOOD VENDOR APPLICATION

September 24-25-26-27, 2026

### Requirements:

**Fees:** Non-refundable registration fee must be paid in full and include a completed application. Registrations without payments will be automatically returned.

**Registration & Fee Deadline is Sept 1, 2026. Late registrations, if accepted, will result in a 30 percent late fee. No exceptions.**

**Insurance Requirements:** Your organization must provide a Certificate of Insurance of at least \$500,000 naming the City of Marshalltown, Marshall County, and Oktemberfest Inc. as additional insured's. This certificate is part of the registration and should be enclosed with your completed forms. They can also be emailed to: [admin@oktemberfest.org](mailto:admin@oktemberfest.org)

**Iowa State Tax Status:** Your organization must provide an Iowa State sales tax permit number to Oktemberfest on the application or include a copy of the 501(c)(3) tax exempt status.

**Iowa State Food Service License:** Food vendors are responsible for obtaining a permit from the State of Iowa Health Inspector. This will be verified prior to the event. Failure to have a license will exclude you from the event.

Depending on your selected schedule, your booth, stand, or location must be staffed and open for the following times:

Thursday - 5pm to 9pm

Friday - 5 pm to 10 pm

Saturday - 9 am to 9 pm

Sunday - Noon to 4 pm

\*You are free to open earlier and stay open later.

Oktemberfest is committed using the downtown area respectfully, so in turn, we need your complete cooperation. Oktemberfest Inc. may seek reimbursement from any vendor who causes or allows damage to occur in your vending area.

### Rules:

- A. No vehicles may be driven onto the courthouse lawn.
- B. Spots will be assigned.
- C. Once supplies are unloaded, all personal vehicles must be unhooked and moved out of the area.
- D. All vendors with cooking or grilling equipment must provide protection for grass and sidewalk as necessary so no permanent damage is done.
- E. Extension cords crossing sidewalks must be protected and be highly visible.
- F. Vendors are responsible to keep their area clean. Trash must be taken to a dumpster only!
- G. Dumpsters will be located at strategic locations downtown. Trash barrels are for general public use only! Cardboard should be recycled where possible, and not left out in the open areas.
- H. Hospitality clause: Each vendor is required to honor 2 meal tickets per day for this event . These tickets can be redeemed at your site for a regular full size meal, including drink.

X \_\_\_\_\_

I Acknowledge the above and accept the Responsibilities required to be a Food Vendor

Vendor Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

Food Vender Fees -		(Late Fee)		(Late Fee)
1 Day	_____ For-Profit Rate \$100.00	(\$130)	_____ Non-Profit Rate: \$75.00	(\$97.50)
2 Days	_____ For-Profit Rate \$175.00	(\$227.50)	_____ Non-Profit Rate: \$150.00	(\$195.00)
3 Days	_____ For-Profit Rate \$250.00	(\$325.00)	_____ Non-Profit Rate: \$225.00	(\$292.50)
4 Days	_____ For-Profit Rate \$325.00	(\$422.50)	_____ Non-Profit Rate: \$300.00	(\$390.00)

\*No electricity provided\*

**Vendor Requirements:**

**Booth Size: (include / attach sketch of booth with serving area and approx. dimensions)**

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\*Assigned Space: Food vendors will be arranged on east and west sides of S Center St between Main St and Church St.

\*Vendor spaces will be arranged by size of vending stand and/or equipment and days of participation. \*Generators: Quiet generators *MUST* be supplied by vendors.

\*Water hookup: Water access points will be provided to one of 2 spigot locations near the food vendors. Exact location of spigots is TBD.

\*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. Vendor must provide own water containers to transport as needed.

\*Access to water is limited by the number of hookups and the distance to those hookups. Extra hose is not provided beyond the initial access points to get to vendors' stations.

\*Type of Concession: (List of all products to be sold. Some restrictions may be recommended or requested to limit having duplicate featured food items)

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**Other Requirements:**

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**Sales Tax Permit Number / Attach Non-Profit 501(c)(3) documentation**

**Include Check or Money order payable to: OKTEMBERFEST Inc**

**Mail to:**

**OKTEMBERFEST Inc - Food Vendors**

**PO Box 1616**

**MARSHALLTOWN, IA 50158**

**Registration & Fee Deadline Sept 1, 2026**

**Questions? [admin@oktemberfest.org](mailto:admin@oktemberfest.org)**

**\*If postmarked after Sept. 1st, late fees apply**