



# 2018 Vendor Guide & Application

Unitarian Universalist Society  
2355 Oakdale Road  
Coralville, Iowa 52241

**Location:** The Unitarian Universalist Society – 2355 Oakdale Rd, Coralville, IA 52241. The vendor area will be in Fellowship Hall at the Unitarian Universalist Society.

**Hours of Operation:** Saturday, September 29 from 10:30am-4:00pm. Vendors will have access to the space as early as 8:30am on the day of the festival, and may begin setting up at this time.

**Application Process:** Please submit your application by August 1. The vendor selection committee is seeking a good overall mix of vendors, including food, retail, and plant-based education. Because there are limited booths available, it is recommended to submit your vendor application as soon as possible. Please view the attached application for all criteria. You will be notified by the Vendor Contact of your acceptance to the event within 3 days of submitting your form, after which your booth fee should be paid no later than August 29.

## **Booth Rental Requirements:**

- Application completed, signed, and submitted
- Copies of necessary permits submitted to the Vendor Contact by September 21 (temporary food license, mobile food license, etc.)
- Booth fee must be paid in full by August 29, 2018

*If these requirements are not met, your business will not be able to participate in the event.*

**Booth Fees:**

<b>Vendor Type</b>	<b>Cost</b>	<b>Details</b>
Non-Profit	<b>\$50</b>	(1) - 6'x10' booth space (includes 8' table and 2 chairs)
<i>For-profit business (includes retail, food vendors with items prepackaged in a certified facility, etc.)</i>	<b>\$100</b>	(1) - 6'x10' booth space (includes 8' table and 2 chairs)
<i>Food vendor – regular booth (includes vendors with food being cooked, prepared, or served on-site; also includes food trucks)</i>	<b>\$150</b>	(1) - 6'x10' booth space (includes 8' table and 2 chairs, access to electricity) <i>or</i> (1) parking area for food trucks
<i>Food vendor – kitchen booth (includes vendors with food being cooked, prepared, or served on-site)</i>	<b>\$175</b>	(1) counter/kitchen space, cooktop, oven, refrigerator (first come, first served)
Extra: electricity, including extension cord (indoor vendors only)	<b>\$25 per booth</b>	

**Payment:**

- Payment may be made via check or cash. Checks may be made out to the Vegetarian Community of Iowa and mailed to the Vegetarian Community of Iowa, PO Box 1085, Iowa City, IA 52240 with “VegFest Vendor” noted in the memo line. Checks or cash can also be given to VegFest of Eastern Iowa committee members.
- Payment may also be made online by requesting a secure payment link from the Vendor Contact.
- Payment must be delivered in full by no later than August 29, 2018 after confirmation of entry to the VegFest of Eastern Iowa vendor hall.
- Booth spaces will not be officially reserved until payment is received.
- Any checks written to the Vegetarian Community of Iowa that are returned due to insufficient bank funds will be assessed, in addition to the amount owed, a surcharge of \$35 per check to cover associated expenses.
- No refunds will be given.

**VegFest Vendor Rules and Regulations + Booth Guidelines:**

- Food vendors MUST display the appropriate permits and/or certificates, i.e.: temporary food license, mobile food license, etc. Copies of these documents must be submitted by September 21. Please be in touch with the Vendor Contact to learn more.

- Vendors are responsible for providing and maintaining their own insurance.
- All items must be vegan/vegan-friendly (meaning cruelty-free products, and no animal products used to make the items), and vendors may not promote non-vegan items at the event.
- Only those with the appropriate food-serving or processing licenses and may offer food or drink at the VegFest of Eastern Iowa per Johnson County Public Health.
- Food vendors must display items on well-maintained and clean surfaces. Ready-to-eat foods must be in covered containers or individually wrapped per Johnson County Public Health. Hot foods being served must be served from appropriate containers and at the proper temperature; food service gloves must be used when touching food.
- Vendors are responsible for ensuring that proper sales tax is applied (if necessary) and that the required permits are obtained: [www.state.ia.us/tax](http://www.state.ia.us/tax)
- No pets are allowed inside the venue. Service animals are welcome.
- No smoking is allowed inside the building.
- Illegal activity and/or inappropriate conduct will result in closure of a vendor booth without refund. Vendors deemed to be disruptive by the VegFest of Eastern Iowa will not be admitted to future VegFest events. Disruptive behavior includes illegal activity, inappropriate conduct and/or behavior, poor customer service, etc.
- Vendors are responsible for removing debris from individual booths prior to departure.
- The VegFest of Eastern Iowa and the Unitarian Universalist Society will not be held responsible for any damage, loss, or theft incurred by the vendor.
- Vendors must have at least one representative at their booth at all times during the VegFest.
- If the vendor must leave unexpectedly, he or she must notify the organizers as soon as possible. No refunds will be issued.
- Vendors must remain within their allotted booth space unless otherwise approved. No chairs or merchandise may be in the public walkway due to fire code requirements.
- Vendors will be assigned a space for the duration of the VegFest.
- Please list all items intended for sale in the application. Items considered inappropriate for the event may be removed at the discretion of the vendor selection committee. No items containing animal products will be permitted, and all items must be cruelty-free.
- Vendors must be checked in one hour prior to the opening of the festival (9:30am).
- Vendors may park at the Kirkwood Regional Center of UI, 2301 Oakdale Blvd, Coralville; parking in the Unitarian Universalist Society lot will be reserved for event guests only. The lot may be used, however, as a loading zone prior to the start of the event.
- Food vendors must use only compostable disposable containers and utensils. Please do not distribute non-compostable food service items to event guests. If you need

information about where to purchase compostable tableware, containers, utensils, etc., we are happy to help! Please get in touch with the Vendor Contact.

- Vendors will be expected to dispose of compostable waste generated by prep/clean-up in the designated bin, not in the trash.
- For all vendors: Recyclable materials should not be discarded in trash destined for the landfill. We will provide collection points for: Paper/plastics/metals; glass; compostable materials/food waste.
- **Please avoid the use of plastic bags and bottled water – we will be encouraging guests to bring reusable bags and their own reusable water bottles.**
- Vendors may not affix anything to the walls or glass within the venue.
- A fun, attractive display is strongly encouraged! ☐ ☐

# 2018 Vendor Application

*for the 1<sup>st</sup> Annual*

## VegFest of Eastern Iowa

at the Unitarian Universalist Society in Coralville

**Deadline for Application:** August 1, 2018

**Deadline for Payment:** August 29, 2018

COMPANY/BUSINESS: \_\_\_\_\_

CONTACT(S): \_\_\_\_\_

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

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

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

FACEBOOK: \_\_\_\_\_ TWITTER: \_\_\_\_\_

INSTAGRAM: \_\_\_\_\_ OTHER SOCIAL MEDIA: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

TAX ID NUMBER: \_\_\_\_\_

MERCHANDISE DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF BOOTH SET-UP:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREFERRED BOOTH (PLEASE CHECK):  NON-PROFIT  FOR PROFIT  FOOD  FOOD TRUCK  
AMPS/WATTS NEEDED TO OPERATE YOUR BOOTH (IF APPLICABLE): \_\_\_\_\_

**With your application, please submit at least (2) clear promotional photos for your business; these photos may be used for promotional purposes.**

*The undersigned does hereby agree to all terms and conditions stated in the Vendor Guide and does hereby release and hold harmless the Unitarian Universalist Society and the VegFest of Eastern Iowa from all actions, suits, damages or claims whatsoever from any loss or damage to any property of the undersigned while participating in VegFest of Eastern Iowa and will hold harmless its agents, representatives, and volunteers. I therefore certify that I will exhibit only merchandise that has been disclosed and pre-approved on this contract, and that the information presented here is factual to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_