

Independence Celebrations Committee, Inc.

Policy and Procedures

Vendor Policy

Vendor - n: someone who promotes or exchanges goods or services for money.

Vendors are encouraged to participate in Independence celebrations. Vendors may sell food, non-perishable items, and/or services for profit necessary to support the vendor's business venture or to support its non-profit, charitable principle.

For profit vendors are appropriately licensed businesses. Each business will be reviewed by the Independence Celebrations Committee, Inc (ICCI) event committee to determine suitability for participation in the upcoming event.

Non-profit/charitable vendors may be an Iowa Non-profit, a 501(c) (3), a church or any organization whose purpose is to raise money to support their particular endeavor. These groups may not demonstrate in any manner their reason for existence other than by displaying the name of the group or organization as does a for-profit business. Each nonprofit/ charitable group or organization will be reviewed by the ICCI event committee to determine suitability for participation in the upcoming event.

A vendor may join the Independence celebrations by making application either verbally, via email or post any time prior to the 1st of June for the July 4th event and 1st of August for the Brew-B-Q. The appropriate vendor application is required. Applications are considered on a first-come first-serve basis.

Vendors will be charged as follows:

- a. For profit/commercial vendors = 20 percent of gross sales
- b. For non-profit/charitable vendors = 10 percent of gross sales

Vendors will operate from a booth setting in a manner prescribed by the ICCI.

Vendors will not deploy representatives selling or distributing any item.

Vendors intending to remain on site overnight must notify the event committee when making event operator application. Overnight stays may only be considered by the event committee if such is necessary to support vendor operation and requires City approval. Further, 'camping' as in establishing a temporary residence is not permitted; overnight stays may be permitted with the following understanding and conditions:

Overnight stay on site may be permitted in a **self-contained** status with the following understanding:

Campfires are not permitted.

Water and waste water hookups are not available.

Water and waste water support is only available as may be provided by the event operator.

Shower facility is not available.

Electricity is available only as needed in support of the vendor operational needs.

Overnight stay on site maybe permitted in a **tent** with the following understanding:

Campfires are not permitted.

Shower facility is not available

Water and waste water support are only available as may be provided by the event operator.

Electricity is available only as needed in support of the vendor operational needs.

Vendors are required to protect the area surrounding their booth. Protection includes providing distinct markings for safety and ushering physically or structurally non-vendor personnel out and around the vendor site.

Vendors are required to provide the ICCI the following basic information:

Menu: List of food items to be sold. During the event the vendor is required to display their respective foods items showing ticket value (price) only. The sale price will be established by the vendor; however it will be based on \$1.00 increments.

Electrical: number of outlets, volt and amperage, and specific outlet type.

Ice: to include estimated need in 21 lbs bags counts. Ice will be sold on site.

Parking Pass: number of vehicles required to support vendor personnel.

Mailing address.

Tickets at \$1.00 increments issued by the ICCI will be the only method of payment for sales accepted by vendors during the event hours of operation. No cash will be allowed in any vendor transaction in exchange for any service or sale offered or requested. The only exception will be the method of payment made to the vendor by the ICCI for its share of the proceeds.

The Independence Celebrations Committee, Inc reserves the right to refuse any vendor participation and reserves the right to restrict vendor menu by line item.

Approved: November 10, 2005

Revised: December 8, 2011

January 17, 2008