



Dear Valued Vendor,

Plans are underway for the 2011 Waterloo Jaycees Fireworks Festival to be held July 2nd in downtown Waterloo at the Waterloo Expo grounds from 6:00pm until midnight. In order to ensure a successful community event, we are now accepting requests to vend at this event. We look forward to working to with you for a successful event in 2011!

If you wish to sell food and drink products at this Jaycee event, please read the following carefully:

- For-Profit vendors who do not have a mobile license must apply to the Black Hawk County Health Department (291-2413) to secure one. Non-Profit vendors and vendors who already have a current mobile license are not required to do this.
- Applications to vend are for food only. No beer or alcoholic beverages of any kind may be sold. No T-shirts or any logo merchandise may be sold.
- The City of Waterloo has 50A 125/250 V range receptacles for your 60A 220V power. If your concession stand has a ground wire it will be hooked to a panel. The City of Waterloo has 120 V GFI 20A available to hook up 120V power. Anything over 60A will be hard wired. The City will not provide adaptors or drop cords. You should bring a minimum of 100 feet #12 gauge electrical cord. **All cords must be covered per city requirements.**
- We cannot guarantee that all vendors will have access to water. Please plan accordingly and bring your own water.
- If the event is postponed due to weather or other circumstance, the rain date will be July 3rd. If the event is cancelled, your application fee will not be returned.
- If you choose to cancel or fail to show, the application fee will **NOT** be refunded.
- Enclosed you will find a vendor application form. Please complete the form and return with your check and proof of insurance. **The fee for applications must be postmarked by May 15th.** The cost is \$325 for vendors requiring a total of 220V, and \$225 for vendors requiring 120V or less. Application fees after May 16th will be \$425 and \$325 respectively. Make checks payable to the Waterloo Jaycees. **Mail your check, application, and proof of insurance to: Waterloo Jaycees P.O. Box 245 Waterloo, IA 50704.**
- The proof of insurance must name the Waterloo Jaycees, Waterloo Fireworks Festival and the City of Waterloo as additional insured on your general liability insurance. **We must receive this by June 25, or you will not be allowed to participate and will not receive a refund.**
- The Waterloo Jaycees reserve the right to limit the number of vendors. If your application is accepted you will be notified and receive final details. If you are not accepted, your check will be returned.

If you have any questions, please contact: Agnes Kress by phone at (319) 239-5794 or by email akakress@msn.com.

FIREWORKS FESTIVAL—VENDOR APPLICATION

DATE: July 2, 2011 (6pm-midnight)
Rain Date: July 3, 2011

Fee: \$225.00 for up to 120V total usage
\$325.00 for 220V total usage

Please type or print legibly and return with your check (made payable to Waterloo Jaycees) to:
Waterloo Jaycees, P.O. Box 245 Waterloo, IA 50704

The fee for applications must be postmarked no later than May 15th, 2011.

Name of vending firm/operation: _____

Contact Person: _____ **License Number:** _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Daytime Phone: _____ **Evening Phone:** _____ **Email:** _____

Menu (Specific Foods): _____

Note: The Health Department may prohibit the sale of certain potentially hazardous foods.

Booth Size and Description:

Electrical Usage Information- (We will need this information before we can process your application)

Will you require electricity? Yes _____ No _____

If Yes, list each appliance that you intend to use at this event. **(You need to supply drop cords that can be connected to extend a minimum of 100 feet and that are at least #12 gauge. All electric cords must be covered.)**

Appliance	Volts	Watts/Amps
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is Booth/Trailer equipped with it's own electrical panel? Yes _____ No _____

Note: Booths/Trailers whose wiring is not in compliance with the National Electrical Code or is otherwise deemed unsafe due to deterioration, grounding, etc. will not be supplied electricity.

REMINDERS:

- Maintain containers of sanitized water (1 tsp. Bleach per gallon of water for hand washing and cleaning spills)
- Protect foods from dust and insects at all times
- No home canned products
- Use a tablecloth that wipes clean
- Bring two garbage cans and ample supply of garbage bags for waste disposal
- Use appropriate hair restraints (caps, scarves, hairnets)
- No refund will be given if you fail to show
- No glass bottles

OFFICE USE ONLY:

Date Fee Received: _____ Assigned Booth Space: _____