

Dear Valued Vendor,

Plans are underway for the 2010 Waterloo Jaycees Fireworks Festival to be held July 3rd in downtown Waterloo from 6:00pm until midnight. In order to ensure a successful community event, we are now accepting requests to vend at this event. There are 12 open spots, 3 with 220 Volt connections and 9 with 120 Volt power, they will be filled on a first come, first serve basis. We look forward to working to working with you for a successful event in 2010!

If you wish to sell 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 Jaycees are working with the City of Waterloo to create better traffic flow and meet the increasing electrical needs of each vendor. The final layout of vendor locations will be sent to you well before the actual event.
- 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 4th. 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.
- Attached 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.