

Dunlap RAGBRAI Meeting Town – Sunday, July 19, 2026

Vendor Information Packet

Thank you for expressing interest as a food or non-food vendor for Dunlap RAGBRAI.

RAGBRAI will be coming to Dunlap on Sunday, July 19, 2026 for a meeting and lunch stop. The majority of riders are expected to be in town between 10 AM and 2 PM.

Please note the content of this information packet:

FOOD/NON-FOOD & ELECTRICAL SPECIFICATIONS

1. Food/Non-Food Application
2. Electrical Service Request

HEALTH DEPARTMENT

3. Health Code Requirements for Temporary Food Establishments (please read)
<https://ia.foodprotectiontaskforce.com/food-license-table/>
<https://ia.foodprotectiontaskforce.com/resources1/temporary-event-food-stands/>

SALES TAX PERMIT

4. Iowa Temporary Sales Tax Return
(We are required by law to list all vendors displaying or selling items to the Iowa Department of Revenue and Finance.)

If you are not able to download the forms, or with questions, please contact Dunlap RAGBRAI at dunlapragbrai@gmail.com

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THE PROCESS

Any organization or business wishing to be a food/non-food vendor for the Dunlap RAGBRAI celebration must first submit the “Food/Non-Food List & Electrical Request” items 1 & 2, along with the applicable vendor fee (if needed), clean up deposit, and proof of insurance.

****This is due no later than May 22****

Applications received after this date are not ensured of approval and are subject to a \$250 late fee.

If your application is approved, you must then contact the Iowa Department of Inspections and Appeals to determine if you need a temporary county license.

****Food vendors are responsible for applying for and obtaining their license. (Event organizers do not issue food licenses to sell food.)***

THE BASIC APPLICATION PROCESS

- Submit the “Food Items List and Electrical Request” document (ITEM 1)
 - Submit payment for Dunlap RAGBRAI vendor fee, electrical fee, clean-up deposit and include insurance certificate (ITEM 2)
 - Dunlap RAGBRAI Committee will contact you between June 1st and June 15th
 - Once accepted as a vendor: Submit payment for Temporary County License
 - Attend required Food Safety meeting (to be held in Dunlap in June 2026)
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- The Dunlap RAGBRAI Committee recommends that every non-profit and for-profit organization take enough time planning for this event. The groups that plan well and have something creative will do very well. It is recommended that you plan to sell all the food you prepare. Any food left over will cut into your profits.
 - As we plan for this event to be a winning situation for the whole community, please consider purchasing your supplies locally.

INSURANCE: All vendors will be required to show proof of liability insurance. A copy of the insurance policy must be on file with the Dunlap RAGBRAI Committee.

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FOOD SAFETY MEETING: There will be a required Food Safety meeting for all food vendors, to ensure the safety of the public. Once you have been accepted as an official vendor, you will be notified of the date and time.

FEES: There will be 2 separate fees required of food vendors:

- Items 1 & 2 are due to Dunlap RAGBRAI Committee
- Item 3 is Iowa Department of Inspections (details below)

1 & 2. RAGBRAI Permit Fees and Electrical Service Request:

Dunlap RAGBRAI has established the following fee schedule, which will be adopted by the Dunlap City Council as an Ordinance:

A. Commercial Vendor (Food/Non Food)	\$300 - \$400
a. Local - \$300 / Non-Local - \$400	
B. Outdoor Service (Local Dunlap Business)	\$200
C. Non-Profit Vendor	\$100
D. Additional Vendor Space (10')	\$100
E. REQUIRED CLEAN UP DEPOSIT (Refundable)	\$100
F. Electric fee (if applicable)	\$100

Spaces will be 20' x 10' each. Each additional 10' may be purchased for \$100.

Mail your vendor application along with a check for the total amount PLUS a check for your \$100 refundable clean up deposit to: Dunlap RAGBRAI, PO Box 33, Dunlap, IA 51529

3. Health Department Permit or License:

If your application is approved, you must then contact the Iowa Department of Inspections and Appeals to determine if you need a temporary county license.

- Food vendors will pay their fees separately for a Health Department permit/license: <https://dial.iowa.gov/licenses/food-establishments-hotels/temporary-food-establishments-events>
- Anything other than pre-packaged ready to eat foods, including canned and bottled beverages from a food processor, will require a temporary food license.
- Each food vendor must have a RAGBRAI permit hanging visibly within the booth.
- RAGBRAI permits will be handed out at the mandatory Food and Safety meeting, date and time to be announced. Booth assignments will be handed out at the Food and Safety meeting.

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BOOTH SET UP:

Booth set up may begin as early as 6:00 a.m. on Sunday, July 19th. Booths **MUST BE SET UP** and ready for inspection by 8:00 a.m. on Sunday, July 19th. Inspections by the Inspections and Appeals Department will begin at 8:00 a.m. Food vendors will not have a specific inspection time assigned to them. You must be ready for inspection.

HOURS OF OPERATION:

All vendors must be set up by 8:00 a.m. This will allow enough time for inspections and ensure that Dunlap is ready to take care of the early participants. You should plan on being very busy between 10:00 a.m. – 1:30 p.m. It is your decision on how long you plan to be open for business, but all business will conclude by 3:00 p.m.

PRICING:

It will be up to each group to set their own prices. All registered RAGBRAI participants have a wristband. RAGBRAI recommends that a lesser price be charged to RAGBRAI participants with a wristband.

CLEAN UP:

We require that all food vendors clean up their areas before they leave. You must provide your own trash can at your booth. We recommend that each vendor schedule a clean-up crew to help clean up their area. All vendors must have their booths cleaned and moved by 4:00 p.m. Sunday, July 19th, unless prior arrangements are made with the committee.

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Dunlap RAGBRAI 2026 Vendor Application Form

REGISTRATION DEADLINE IS May 22, 2026

ITEM 1

Vendor Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Email Address: _____

Iowa Tax ID, SSN or IRS exempt #: _____

(We are required by law to list all vendors displaying or selling items to the Iowa Department of Revenue and Finance)

PRODUCTS OR SERVICE:

Type of item (food, beverage, or other) that your organization or business would like to see. Please list your choices and approximate prices. If you plan to serve a meal, attach a menu with prices. Please list prices with and without wristbands.

How many people do you plan to serve? _____

Vendor location (downtown or on a premises) _____

	Item	Wristband Price	Without Wristband Price
First Item			
Second Item			
Third Item			
Fourth Item			

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Please list what your booth will consist of (i.e. tent, trailer, generator, tables, etc.)

ELECTRICITY: Do you need electricity? _____ YES _____ NO

Vendors bringing a generator must have a quiet generator.

Indicate your electrical requirements:

_____ 110-volt outlet _____ 220-volt outlet

What do you need electricity for? List all items:

ITEM 2

- Payment **MUST** accompany application form.
- Make checks payable to “Dunlap RAGBRAI”
- RAGBRAI occurs regardless of weather; therefore, no refunds will be given due to weather.
- Refunds will be given to booth applications that are denied.

A. Commercial Vendor (Food/Non Food)	\$300 - \$400
a. Local - \$300 / Non-Local - \$400	
B. Outdoor Service (Current Dunlap Business)	\$200
C. Non-Profit Vendor	\$100
D. Additional Vendor Space (10')	\$100
E. REQUIRED CLEAN UP DEPOSIT (Refundable)	\$100
F. Electric Fee (if applicable)	\$100

Spaces will be 20' x 10'. Each additional 10' may be purchased for \$100.

TOTAL FEE SUBMITTED (Plus a check for your \$100 refundable clean up deposit) payable to “Dunlap RAGBRAI” - \$ _____

PROOF OF LIABILITY INSURANCE IS REQUIRED WITH THIS APPLICATION.

Email app to DunlapRAGBRAI@gmail.com

or mail to Dunlap RAGBRAI / PO Box 33 / Dunlap, IA 51529