

Governors Days

2024 Food Vendor Registration Packet



Thursday, June 6th – Saturday, June 8th

**Grimes South Sports Complex
750 S James St, Grimes, IA 50111**



Governors Days

Festival and Vending Overview

Thank you for your interest in food vending at Governors Days! The three day festival attracts thousands of attendees from Grimes and surrounding communities. The event continues to grow and recently moved locations to accommodate the increasing number of attendees.

Due to the popularity of the festival, there are a limited number of food vending opportunities available each year. Priority is generally given to food vendors who have successfully participated in prior years. Festival coordinators make every attempt to not saturate the event with an excessive number of food vendors while also balancing the needs of the festival by offering a variety of different cuisines to attendees.

This informational packet has been carefully assembled to ensure the smoothest experience possible for both food vendors and festival event coordinators. The Grimes Chamber takes pride in building longstanding relationships with all vendors, many of which, return year after year. Please review this material very carefully. If you have questions, please contact the Grimes Chamber at (515) 986-5770 or chamber@grimesiowa.com.

Event Dates and Timing (Schedule of Events will be Provided before the Festival)

Thursday, June 6th, 2024 from **5:00PM to 10:00PM**

Friday, June 7th, 2024 from **2:00PM to 11:45PM**

Saturday, June 8th, 2024 from **7:00AM to 11:30PM**

Registration Deadline

Food Vendor Registration Packets and fees must be completed, paid, and returned to the Grimes Chamber & Economic Development no later than **4:00PM on Friday, May 17th, 2024**. Late submissions will not be accepted. Please make checks payable to the Grimes Chamber & Economic Development.

Vendor Check-in and Setup

Food vendor check-in is from 10:00AM to 2:00PM on Thursday, June 6th, 2024. Upon arrival, food vendors should locate the Governors Days vendor manager to check-in and get their location assignment. Food vendors arriving after 2:00PM may risk losing access to their vending location assignment. Food vendors should be ready to serve the public no later than 5:00PM on Thursday. **1 Parking pass** will be granted to each Vendor and 1 pass only. A Parking map will be provided to those with a pass. If vehicles that are not permitted to be in that location are found, they will be towed.

Vending Hours

After setup, food vendors are not permitted to move their mobile food units until the event concludes Saturday evening. Food vendors should plan to be open and actively serving food for the duration of the event all three days.

Vendor Teardown and Clean-Up

Food vendors can begin tearing down anytime after 11:30PM on Saturday, June 8th, 2024. Mobile food units may leave at this time, but must be removed from the grounds no later than 10:00AM on Sunday, June 9th, 2024. Electricity will be turned off promptly at 10:00AM on Sunday, June 9th, 2024. **Vending areas found with trash or other debris will forfeit their cleaning deposit.**

Governors Days

Food Vendor Paperwork Requirements

The following documents are required to be submitted with the completed Food Vendor Registration Packet. Grimes Chamber & Economic Development will not accept registration from food vendors without these documents.

1.) Iowa Department of Revenue Sales Tax Permit

This document can be obtained from the Iowa Department of Revenue website and by completing form 92-033 on the Tax Forms Index page (tax.iowa.gov/forms). Call the Iowa Department of Revenue with questions at (515) 281-3114.

2.) Iowa Department of Inspections and Appeals Mobile Food Unit License or Temporary Food Establishment License

These documents can be obtained from the Iowa Department of Inspections and Appeals. Call the Iowa Department of Inspections and Appeals with questions at (515) 281-7102.

3.) Johnston-Grimes Fire Department Inspection Report*

This document can be obtained from the Johnston-Grimes Fire Department after a mobile food unit inspection has been scheduled and completed. Call the Johnston-Grimes Fire Department with questions at (515) 276-5182.

**If a fire inspection has been completed by another Des Moines area fire department within the last six months, a copy of that report may be submitted in lieu of the Johnston-Grimes Fire Department Inspection Report.*

4.) Certificate of Liability Insurance

This document can be obtained from the insurance agency that provides your commercial general liability policy. Please make sure that the following two requirements are met:

- a. *A minimum of \$1,000,000.00 (one million dollars) of liability coverage*
- b. *The certificate holder is the City of Grimes, 101 NE Harvey Street, Grimes, IA 50111*

5.) Food and Drink Menu with Pricing*

A copy of your proposed food and drink menu (with prices).

**Please note that food vendors are not allowed to sell cotton candy, corn dogs, or funnel cakes as the carnival concession area has exclusive rights to these items per contract.*

6.) Governors Days Food Vendor Contract, Vending Fee and Deposit

Please sign the Governors Days Food Vendor Contract and pay two fees, one for the food vending fees and one for the refundable cleaning deposit (**CHECK ONLY**). If vending site is cleaned and free of trash and debris, cleaning deposit check will be destroyed.

Governors Days

Electricity Information

To eliminate generator noise and air pollution during the event, all Governors Days food vendors are required to use electricity provided by the festival. Generator usage of any kind is not permitted.




The purpose of this form is to gather food vendor electrical requirements in advance to avoid any electrical changes or delays during the event. It is extremely important that the information provided below be 100% accurate as any changes (total amp draw, plug or receptacle style, number of outlets needed, etc.) will be subject to additional fees. It is the responsibility of each food vendor to know the total amp draw required to power all equipment intended for use during the festival.

Governors Days has contracted with an electrician to provide electrical sub panels with continuous 24x7 power throughout the duration of the event. It is the responsibility of each food vendor to provide all necessary electrical cords with the appropriate length, plug style and rating to utilize the provided sub panel receptacles. Electrical cords must be a minimum of 25 feet in length and are not permitted to be suspended in the air, run through another vendor's space or be placed in a walkway.

Each food vendor will have a designated electrical receptacle for use throughout the event. Food vendors are not permitted to move or make changes to the electrical sub panels or receptacles in any manner including adding additional electrical load other than what was originally requested on this form. Any food vendor found to be utilizing more power than what was originally contracted will be subject to additional fees. Refunds will not be given for unused power or receptables.

Governors Days assumes no responsibility for unplanned power outages, power surges or power sags. It is the responsibility of each food vendor to monitor and ensure appropriate equipment function throughout the event. If a planned power outage should become necessary during the festival, Governors Days staff will make every effort to notify all those listed as primary and backup contacts on the Business Information Form of the Food Vendor Registration Packet.

***** Your electrical cord plug, must fit one of the three receptacles shown below: *****

20-amp, 120v service	30-amp, 120v service	50-amp, 220v service
NEMA 5-20R (duplex)	NEMA 14-30R	NEMA 14-50R
		

Governors Days

Vendor Business Information and Contacts

BUSINESS INFORMATION	
Legal Name:	
D.B.A. (if applicable):	
Phone Number:	
Mailing Address:	
E-mail Address:	
Website:	
Facebook:	

PRIMARY VENDOR CONTACT	
Contact Name:	
Contact Cell Phone:	
Contact E-mail Address:	

BACKUP VENDOR CONTACT	
Contact Name:	
Contact Cell Phone:	
Contact E-mail Address:	

Governors Days

Food Vendor Fees and Contract

STEP 1: SELECT YOUR MOBILE FOOD UNIT TYPE (CHECK ONE)

Food Truck Food Trailer Food Cart Food Tent Other: _____

STEP 2: SELECT YOUR VENDING AREA SIZE REQUIREMENTS (CHECK ONE)

10' wide X 10' deep	20' wide X 10' deep	30' wide X 10' deep
\$300	\$400	\$500
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 3: SELECT YOUR ELECTRICITY REQUIREMENTS (CHECK ONE)

20-amp, 120v service	30-amp, 120v service	50-amp, 220v service
NEMA 5-20R (duplex)	NEMA 14-30R	NEMA 14-50R
\$100	\$125	\$150
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 4: SELECT YOUR WATER REQUIREMENTS (IF NEEDED)

City Water Access
Vendor supplied hose(s)
\$25
<input type="checkbox"/>

STEP 5: VENDING AREA REFUNDABLE CLEANING DEPOSIT (CHECK ONLY – MUST BE PROVIDED BEFORE OR AT FESTIVAL) (check will be destroyed if left clean and no trash present)

Refunded in full if site is
left clean and no trash present
\$50
<input type="checkbox"/>

Please read and sign the following waiver. By signing, the applicant acknowledges that he/she has read this application in its entirety and agrees to abide by all the described rules of the event. Agreement with these rules is required in order to participate in this event:

I/We understand the risks involved and in consideration for the opportunity to participate in the Governors Days event, do hereby release any and all rights and claims for damages that I may have now or hereafter against the Governors Days Committee, the City of Grimes, or their respective agents, or assigns, for loss, damage, injury or liability of any nature which may be sustained by me/us in connection with my participation in the Governors Days event. I/We also agree to assume responsibility for any property which I/we damage and will provide my/our own insurance for our booth.

Applicant Signature

Date