

North Liberty Blues & BBQ Food Vendor Alley

The 2024 edition of Blues & BBQ, our 16th, will happen just ahead of our groundbreaking for a permanent stage and event center in the heart of Centennial Park. Please email food@northlibertyblues.org if you have questions.

Key Dates

March 29 by 5 p.m. application due

April 5 accepted vendors notified

April 12 vendor fee due

May 3 proof of insurance and food license application submitted

May 13 at 5:30 p.m. mandatory pre-event meeting at the new North Liberty City Hall, 360 N. Main St., North Liberty

June 15 compostable order and payment due to EcoCare

July 12 setup at Centennial Park, 1565 St. Andrews Dr., North Liberty

July 13 event at Centennial Park

Highlights for 2024

Vendor Fee: As Blues & BBQ has continued to grow and our expenses have increased, we have increased our fee for the first time in at least a decade. The vending fee for 2024 is \$500 for a regular space or \$750 for an extended space. We do not require a deposit prior to acceptance but will require your full fee within a week of acceptance to confirm your participation and reserve your space.

Vendor Waste: Vendors are expected to move all waste — compost, recycling and trash — to the appropriate dumpster as part of their clean up.

Compostable and Recyclable Containers: To minimize the waste our event creates, we require all food and beverages to use compostable or reusable products. Prepackaged products may be in compostable, recyclable or reusable containers.

Vending Hours: We expect vendors to be open from 10 a.m., when kids' activities begin, through at least 9 p.m., when our headliner takes the stage. Vendors *can* serve until 10 p.m.

Volunteer Vouchers To accommodate our community volunteers who do not drink, we require vendors to accept the volunteers' \$5 voucher towards the purchase of food. Vendors can bill us for any voucher redeemed beyond 20 vouchers by July 26 for reimbursement.

Site Overflow We cannot accommodate vendors who set up outside of their assigned space. We will ask vendors who set up in the space between sites to remove items from that area.

Additional Expectations & Information

Compostables The Blues & BBQ team is committed to eco-friendly practices and reducing our landfill volume. Food vendors are required to use compostable and recyclable products ordered through the committee for the event. We will provide order and cost information for food containers and utensils after acceptance. Please plan to order enough materials for the entire event. Thank you for your cooperation as we work to reduce the waste produced by food vendor alley and other areas of our festival.

Selection Process North Liberty Blues & BBQ reserves all rights to select vendors and approve menus. Selection criteria may include, but is not limited to, menu items, local vendors versus out-of-town vendors, previous vending experience, new offerings, space availability, and utility needs.

Setup We will require set up on Friday the day of the event. Day-of-event set up for food vendors will be evaluated on a case-by-case basis. No day-of-event set up is permitted without prior arrangements and approval.

Hours of Operation All vendors are expected and required to remain open from 10 a.m. until 9 p.m. Vendors may vend until 10 p.m. Vendors must have their cars out of the vendor area by 9:00 a.m. but may continue to set up their stand afterwards. The Johnson County Health Department will be on-site for inspections the morning of the event. Failure to meet these expectations will result in being asked to leave the festival with no refund and not being accepted as a vendor at future North Liberty Blues & BBQs.

Tents and Structures Shelters and canopies with weights, stakes and tie downs, tables, table coverings, chairs, equipment and signage are the sole responsibility of the vendor.

Signage All displays and items presented must be suitable for a family audience and inside the boundaries of the vendor's space.

Compost, Trash and Clean-up Vendors are required to use compostable food service containers, paper product, and utensils for all food sales. Prepacked items must be in compostable, reusable or recyclable containers. No exceptions without prior authorization will be allowed. These items will be available to order at the vendor meeting and must be purchased through our local partner, Eco Care. We realize some trash is inevitable with food preparation. Vendors are further responsible for their own waste and must use receptacles provided by the festival for all waste disposal. Clearly marked compost, recycle, and waste containers will be on hand during the event. Compost includes all food scraps, paper, compostable containers and utensils. Recyclable items include clean glass or plastic with the recycle triangle number 1 to 7. Volunteers will be also available to help vendors determine which products to trash and what can be recycled or composted. Overflow of waste is not acceptable. Once a bag is full vendors are responsible for carrying bags to the dumpster. Failure to comply will result in removal from the festival. At the end of the day, vendors **MUST** clean up their vending area and have a festival

committee member inspect prior to leaving the event premises. Failure to use compostable service products, and failure to check-out or leave a clean vending area will affect consideration of vendor being accepted for future Blues & BBQ events.

Weather Vendors are expected to open and remain open rain or shine for the duration of operating hours 10:00 a.m. – 9 p.m. If weather conditions become hazardous, a festival coordinator will notify vendors to shut down. North Liberty Blues & BBQ is not responsible for the damage of any tents, equipment or persons due to weather conditions.

Cancellation In the event of the cancellation of North Liberty Blues & BBQ, fees will be handled in the following manner: if the event is cancelled before 5 p.m. on the event day, vendors will receive a 50% refund of the vending fee. If the event is cancelled after 5 p.m. on the event day, there will be no refunds.

Food Variety We ask that all prospective vendors list their menu items on the application so we can ensure a variety of offerings. We do not offer vendors exclusivity of any menu item.

Beverage Sales and Consumption Vendors may not sell alcoholic beverages. Consuming alcoholic beverages outside the Beverage Garden is strictly prohibited.

Space Vendors will be assigned either a regular space (approximately 18 feet wide by 15 feet deep) or extended space (approximately 27 feet wide by 15 feet deep), based on their application. No additional space will be allowed for tents, set up, etc. without a prior written agreement from the festival. All signs and equipment must remain within the allotted space. Space between vendors must remain clear.

Location Vendor arrangement and location will be solely determined by the festival committee and is non-negotiable. Assignments will be given upon arrival to the festival.

Vehicle Access and Parking Vendors are expected to be set-up and have all vehicles off the street by 9:00 a.m. and will NOT be able to bring vehicles back on for re-supply of goods. Each vendor will be provided a space onsite for a single support vehicle during the event.

Utilities Vendors may not exceed their power supply without prior arrangement with the festival and should consider this when planning their menu items. Vendors must provide their own fuel for cooking and other means for chilling items. Extension cords will not be provided. Potable water is available on site. All utilities are provided as is and at vendors' risk.

Change, Ice and Supplies Vendor is responsible for making change and providing ice. North Liberty Blues & BBQ will not have cash or ice to accommodate vendors.

Code Compliance All vendors must obtain a temporary vending license prior to the start of the festival. Failure to do so will result in not being able to vend at the festival and vendor fee will not be refunded. A temporary vending license may be purchased from the Johnson County Public Health Department. All cooking, holding, preparation, refrigeration and associated vendor equipment must comply with all codes, including, but not limited to Iowa City Fire, Electrical and

Temporary Structure Codes as well as Johnson County Public Health Department Codes.
INSPECTORS WILL BE ON SITE.

Liability and Insurance By participating as a vendor in North Liberty Blues & BBQ, the vendor expressly agrees to save, defend and hold the City of North Liberty, the North Liberty Community Betterment Group, North Liberty Blues & BBQ, its agents and sponsors harmless from any and all claims or damages caused directly or indirectly from the Vendor's operation at North Liberty Blues & BBQ. Vendor is responsible for obtaining adequate insurance to protect itself and meet its obligations under this Agreement.

Application Due Date All applications must be submitted online by the deadline. An application will not be processed if it is not complete. Applications and fees must be submitted electronically online at northlibertyblues.org.

Completing the Application Process After notification of acceptance, fees, proof of insurance, and mobile food kitchen permit/temporary food license application will be due by the deadline. If this material is not received by the deadline, vendor will be removed from the event. Vendors are responsible for obtaining a Temporary Food Establishment License for this event from the Johnson County Health Department. Upon notification of acceptance, you will need to apply for the Temporary Food Establishment License; proof of application is due by the deadline to North Liberty Blues and BBQ.

Mandatory Meeting Vendors are required to have a representative at the mandatory pre-event meeting.

Fees \$500 vendor fee for a regular site or \$750 for an extended site fee as assigned can be paid by credit card online.

Future Consideration North Liberty Blues & BBQ reserves all rights and discretion to determine which vendors will be allowed to participate in future events. Consideration may be given to, but is not limited to, vehicles left on vendor alley after 11 a.m. the Sunday following the event, trash left on site, abandoned equipment after event, unhonored registration, late application or payment, lack of funds, missing the mandatory vendor meeting, occupying space beyond designated allotment and failing to check out with a Blues & BBQ representative before leaving the site.

BY EXECUTING THIS APPLICATION, VENDOR EXPRESSLY AGREES THAT IN THE EVENT THAT VENDOR IS NOT APPROVED BY THE JOHNSON COUNTY DEPARTMENT OF PUBLIC HEALTH OR DOES NOT FOLLOW THE ATTACHED RULES AND EXPECTATIONS OF THE EVENT, THAT VENDOR WILL NOT BE ALLOWED ACCESS TO BLUES & BBQ OR WILL BE REMOVED FROM BLUES & BBQ, AND THAT VENDOR SPECIFICALLY ACKNOWLEDGES AND AGREES THAT IT WILL HAVE NO RECOURSE AGAINST THE CITY OF NORTH LIBERTY, THE NORTH LIBERTY COMMUNITY BETTERMENT GROUP, NORTH LIBERTY BLUES & BBQ OR ITS SPONSORS FOR ANY DAMAGES CAUSED BY VENDOR'S FAILURE TO COMPLY.

North Liberty Blues & BBQ reserves the right to select, reject, limit, or restrict vendors. By submitting this application you agree to the terms contained herein and you agree to abide by the attached North Liberty Blues & BBQ Vendor Rules and Regulations, which are attached hereto.

The undersigned party, intending to be legally bound, waives or releases any and all rights and claims for damages the food vendor, the food vendor's heirs executors administrator and/or assigns, waive or release any and all rights and claims for damages I may have against North Liberty Blues & BBQ, the North Liberty Community Betterment Group, the City of North Liberty, and any other sponsors, directors, employees or volunteers of the same (hereinafter the Sponsors), for any and all injuries suffered to me in the event, or during any transit to or from this event. Furthermore, the food vendor agrees to hold harmless the Sponsors from any claims of third parties arising out of my participation in this event or during my transit to or from this event.

Any dispute regarding this application or Vendor's participation in North Liberty Blues & BBQ shall be governed by the laws of the State of Iowa and any court action shall be brought in the Iowa District Court in and for Johnson County.