

Rolfe Vendor Application

Tuesday, July 26, 2022

Deadline: June 1, 2022
Event Date: July 26, 2022
Fee: \$250.00 Out of town
 \$50.00 for residing in Pocahontas County
 \$50.00 Electrical Use (if applicable)

Booth Size: 10' x 20'

Applications Due by June 1st
**Vendor applications after June 1st
will be an additional \$25.00 after deadline
if accepted.**

ORGANIZATION NAME:	
CONTACT PERSON:	
MAILING ADDRESS:	
CITY, STATE, ZIP:	
PHONE:	
EMAIL:	WEBSITE:
FED ID# OR SSN#:	
SALES TAX PERMIT#:	

PRODUCTS, SERVICE, OR FOOD: (Items your organization would like to sell, please include menu if applicable)

Item 1: _____ Price: _____

Item 2: _____ Price: _____

Item 3: _____ Price: _____

Other: _____

Your application cannot be processed unless you have included the following:

- | | |
|---|---|
| <input type="checkbox"/> Vendor Fee | <input type="checkbox"/> Proof of Liability Insurance Coverage |
| <input type="checkbox"/> Proof of Iowa Sales Tax Permit (if applicable) | <input type="checkbox"/> State Food License (if applicable) |
| <input type="checkbox"/> Electrical Fee and Electrical Request form (if applicable) | <input type="checkbox"/> Buena Vista County Environmental Health Food License (if applicable) |

Vendor liability insurance must list the City of Rolfe as an additional insured. Vender space must be set up by 8:00 am the morning of the event. Each vendor is responsible for cleaning their area after the event. Applications are due by June 1, 2022 to the City of Rolfe, 319 Garfield St, Rolfe, IA 50581. Your application cannot be processed unless this form is completely filled out, the vendor fee is enclosed and a copy of your proof of liability insurance coverage is enclosed. returning this form with payment is not a guarantee that you will receive a spot. We will contact you and let you know. Once accepted, no refunds will be given. For any Questions or, contact rolfeclerk@ncn.net.

ELECTRICAL SERVICE REQUEST – ROLFE

Electrical Service Request Please return this form by June 1 or no provisions will be made or allowed. All items are limited to 120-volt regular current, unless otherwise noted below. Understand that we may have to place a restriction on how much power is available upon receiving the total loads. Thank you for your cooperation.

CONTACT NAME: _____ PHONE# _____
COMMITTEE NAME: _____
VENDOR NAME: _____

Primary Use:

Item:	Qty:
<input type="checkbox"/> Lighting	_____
<input type="checkbox"/> Refrigeration	_____
<input type="checkbox"/> Coffee Maker	_____
<input type="checkbox"/> Fountain Pop Machine	_____
<input type="checkbox"/> Roaster	_____
<input type="checkbox"/> Crock pot	_____
<input type="checkbox"/> Frying Pan	_____
<input type="checkbox"/> Other (please list) _____	

_____ Approximate # of outlets

Size of service needed – specific requests:

Make checks payable to “City of Rolfe”
Please return this form by June 1, 2022 to:
City of Rolfe
319 Garfield Street
Rolfe, IA 50581