



## 2026 WORLD FOOD & MUSIC FESTIVAL Food Vendor Rules and Regulations

### Hours of Operation

- Downtown Events Group retains the right to extend event hours as crowds warrant. Marketplace booths must be fully staffed, open for business and prepared to serve customers, **regardless of weather conditions**, during the following public hours:
- Friday, Aug. 28, 11 a.m. - 10 p.m.
- Saturday, Aug. 29, 11 a.m. - 10 p.m.
- Sunday, Aug. 30, 11 a.m. - 5 p.m.

The following information outlines The Festival's rules and regulations. Should you have any questions, please contact the team listed below.

### Mailing Address

World Food & Music Festival  
Attn: Amelia Klatt  
700 Locust Street, Suite 100  
Des Moines, IA 50309

### Contact Information

**Amelia Klatt, Director of Events**

(515) 286 – 4917 | [aklatt@downtownDSMUSA.com](mailto:aklatt@downtownDSMUSA.com)

**Hold Harmless:** By applying to participate as a food vendor at the World Food & Music Festival, all vendors and their on-site representatives, employees and volunteers agree that the Downtown Events Group, including its Board of Directors, sponsors, employees and volunteers, shall not be held responsible for damages to or for the loss or destruction of the vendors' property or injuries to the vendor or their representatives, agents or employees; all claims for such loss, damage, destruction or injury are expressly waived by the vendor. Additionally, it is understood that vendors are responsible and accountable for the conduct and demeanor of their employees, agents and volunteers.

### **INSURANCE AND PERMITS**

**Insurance:** The Liability Insurance requirement is \$1,000,000.00 (minimum). Please inform your liability insurance carrier to issue a certificate of insurance for liability insurance coverage for the World Food & Music Festival listing **DOWNTOWN EVENTS GROUP as “Additional Insured”** for the period of August 27-30, 2026. (This period includes set-up and tear-down). **Insurance certificates are due no later than Friday, July 10, 2026.** Failure to provide the correct certificate of insurance by the above date could result in termination of participation. No booth fees will be refunded.

**Temporary Food License:** All food vendors shall meet all State and City health and safety requirements. Food vendors will be subject to daily health inspections by event staff and the State Health Dept. Failure to pass an inspection will result in the immediate closure of food vendor's booth. A Temporary Food License is required by the Iowa Department of Inspections, Appeals & Licensing.

A Department of Inspections representative will be at the mandatory vendor meeting to discuss rules and answer any questions. **They WILL NOT be collecting money or issuing licenses at the vendor meeting.** Licenses will not be issued onsite! A copy of the Temporary Food License must be sent to us by July 10, 2026. Failure to provide a copy of the Temporary Food License by the above date could result in termination of participation. No booth fees will be refunded.

**Mobile Food License:** Each food truck/trailer is required to be inspected & approved annually by the Des Moines Fire Department for compliance with local regulations. These inspections only occur on the second and fourth Wednesday of the month and must be conducted at the Des Moines Fire Department located on Dean Avenue. The inspection approval must be submitted to Downtown Events Group by **July 10, 2026**, or the vendor will not be able to vend onsite. Inspections from other departments will **NOT** suffice.

**Iowa Sales Tax:** The Festival will provide the Iowa Department of Revenue the list of all participating food vendors. All vendors must comply with all relevant sales and income tax reporting requirements related to their participation in the Festival. Failure to do so will result in exclusion from participation in future events.

## **MENUS & SIGNAGE**

**Menu Items:** Food vendors are allowed to sell only the approved items listed on their contract at the contract price. Vendors are not allowed to sell or distribute anything else. You are contracted to have all menu items available for sale all three days of the event. If an item is temporarily sold out, you must replenish supplies to begin offering the item again as soon as possible.

**Taste Items:** All accepted food vendors are **required** to provide one taste item on their menu. This item may be a single "taste" or plate of "tastes" allowing patrons to try a small portion of a particular food item on their menu. These tastes must not exceed \$2.

**Signage:** The Festival will professionally design signage displaying the vendor's name, country and menu. It is important that you provide us with an accurate menu as this will be printed and displayed at your booth. Only items listed on your menu are permitted to be sold at The Festival. Handwritten signs or advertising is not allowed.

All other signs or banners must be pre-approved by the Downtown Events Group before being used. Festival management, in its sole discretion, has the right to remove any signage during the event. All Festival signage displaying the vendor's name are the property of the Downtown Events Group.

**Signage is not to be taken from The Festival site or written on! Failure to follow signage rules will result in partial or total loss of food vendor deposit. If you temporarily sell out of an item let event staff know so we can put a pre-printed sign on your menu.**



## **BOOTH, SET-UP & TEAR-DOWN**

### **Vendor Fees:**

- **10x10 Booth** - \$1,250
- **10x20 Booth** - \$1,850
- **Food Truck** - \$1,850
- **Electricity** - \$350
- **Grill Space** - \$150
- **Clean up deposit** - \$250

**Clean-up Deposit:** Food Vendors are responsible for returning their vending area to its original condition. Failure to do so will result in, at the sole discretion of The Festival team, the loss of the food vendor's clean-up deposit **(\$250)**. ALL equipment and trash must be removed from space and Festival grounds by 8 p.m. on Sunday, Aug. 30.

Any equipment or trash left in your space or on the grounds after that time is at your own risk and will result in the forfeiture of your clean-up deposit. Improper disposal of wastewater or grease will result in immediate removal from participation in the event and result in forfeit of clean-up deposit and a possible fine by the City of Des Moines. This includes grease stains left on the street or sidewalk behind your booth or grease buckets left on the sidewalk.

Spaces will be evaluated during teardown and vendors will be notified by email after The Festival as to whether the clean-up deposit will be returned or deposited.

Food Vendors may also lose their deposit for writing on their menu board and signage.

**Vendor Cancellation:** If the Downtown Events Group is notified that a Food Vendor cannot attend The Festival prior to July 20, 2026, Food Vendor will receive a full refund.

If the Downtown Events Group is notified that a Food Vendor cannot attend The Festival from July 21 – July 30, 2026, the Food Vendor will receive 50% of booth fees paid.

If the Downtown Events Group is notified that a Food Vendor cannot attend The Festival on July 31, 2026 or later, the Food Vendor will not receive a refund of fees paid.

**Vendor Booth:** Each vendor is required to present a booth that represents their product in a professional, clean and appealing manner.

The Festival will supply the following:

- Space for tent, food truck or trailer based on application. Tents will be provided.
- Two (2) 8 ft. long tables in 10x10 tent for the front serving and preparation area.
- Four (4) 8 ft. long tables in 10x20 tent for the front serving and preparation area.
- Professionally designed signage displaying your concession name and menu.
- Ceiling lighting inside tent - no additional lighting is provided.
- Shared, limited refrigerated truck space (these are not freezer trucks).
- Trash container for vendor's-only use.
- Portable water source (you must provide transportation of water).

Each vendor is responsible for supplying all other elements necessary for their operation in compliance with all health and fire regulations including cooling equipment. ALL equipment and operations must fit inside your designated tent space. Any materials brought in during set-up must be completely removed before leaving at the end of the event. No sales or service shall be made from the sides or rear of the allotted space.

**Load-In, Load-Out & Vehicles On-Site:** Specific procedures for load-in will be provided in your Vendor Meeting Packet.

- Pre-Event Set-up: Thurs., Aug. 27 from 5 – 7 p.m.
- Event Day Set-up: Fri., Aug. 28 and Sat. Aug. 29 from 8 – 10 a.m. All vehicles must be removed by 10 a.m.
- Teardown: Sun., Aug 30 after 5:30 p.m. Must have check out card from Events Staff.

Public safety is a priority. Because of this, vehicles are NOT allowed on the event site during any other times while open to the public. All food vendors must comply with the load-in and load-out schedules and procedures.

**We strongly suggest you bring a two-wheeler or cart to facilitate loading and unloading during The Festival. No motorized vehicles are allowed (i.e. golf carts, etc.).**

Since electricity will not be available until Friday, Aug. 28, vendors with trailers, food trucks or carts that require electricity are allowed to bring a generator if they choose to utilize the preliminary set up time. Vendors with food trucks or trailers must have all extra equipment and generators off site no later than 8:30 a.m. on Friday, Aug. 28.

Vendors who are in tents are strongly encouraged to utilize the preliminary setup time on Thursday, Aug. 27. All vendors must be ready to begin service by 11 a.m.

## **AT THE FESTIVAL**

**Cash & Change:** Please be prepared with your own change and cash as we will not service this need.

**\$2 Taste Tickets:** The \$2 Taste Ticket is accepted by all participating food vendors and must be treated the same as cash. Taste Tickets may be redeemed for any designated \$2 taste item or applied toward the purchase of other menu items. Vendors will turn in their \$2 Taste Tickets at the end of The Festival and will receive cash.  If you do not return taste tickets onsite, you can come to the Greater Des Moines Partnership office up to 10 days after the conclusion of The Festival to redeem tickets and receive check. All taste tickets redeemed after the 10 days will not be reimbursed.



**Electricity:** The Festival requires electricity. Food Vendors must pay an additional \$350. No other form of generator or electrical service is permitted. The Festival will not guarantee any last-minute electrical changes.

All extension cords are the responsibility of the food vendor and must be a minimum of 12-gauge/3 wires and 25-feet long. Cords must be secured to keep them off the ground. If you require power for non-standard outlets you must send a photo or drawing of the plug and have that equipment on-site for preliminary setup for electricians to assist in hook up.

**Emergency Assistance:** Direct all medical needs, injuries and/or emergencies to onsite Police, EMT, security, or Festival team. The information booths and beer and soda tents always have a radio and can contact police or security if needed. There will also be a First Aid station on the corner of Locust and 12<sup>th</sup> Street.

**Grease:** Splattering grease is a major concern. **It is mandatory that you lay down a non-flammable covering underneath your cooking area** so that the grease-catching sheets extend beyond the primary cooking area to catch all splatters. Utilizing roofing paper to cover your entire area for this is strongly encouraged. **Using cardboard for this purpose is not allowed.**

Grease disposal barrels will be available behind the food vendor areas for proper disposal. It is illegal to dispose of grease in the river, street, flowerbeds, grass areas or storm water drains. Immediately clean-up any spilled grease around the barrels or on the sidewalk behind your booth, as you will be held responsible for grease stains left in and around your booth and will lose your deposit if the stains remain after you leave.

**Fire Safety:** Fire safety is extremely important. All food vendor booths **MUST** have a minimum of 1 (one) 20 lb. ABC fire extinguisher (red). In addition, any vendor cooking with a deep-fat fryer is ALSO required to have a minimum of 1 (one) **K-series** fire extinguisher (silver). You will not be allowed to begin cooking without a K-series extinguisher, if required. Failure to have the appropriate updated fire extinguisher(s) will result in your booth being shut down until compliance is met. Fire officials will be onsite to inspect every vendor tent for fire safety compliance before the event opens to the public.

**Grill Space:** Grills are not allowed under tents. Food vendors requiring extra space for a fryer, BBQ grill or smoker must indicate this request on the Food Vendor Application and must pay an additional \$150 for this space. On-site requests for grill space is not permitted, and must be requested prior to The Festival. Grill space will be attached to the **side** of your vending tent space.

**Hours of Operation:** The World Food & Music Festival retains the right to extend event hours as crowds warrant. Food Vendor booths must be fully staffed, open for business and prepared to serve customers, regardless of weather conditions, during public hours.

**Ice Bags for Sale:** Beginning **Friday at 11 a.m.**, 20-pound bags of ice will be available for purchase at \$7 per bag at The Festival soda tents (cash only). Ice purchases will be on a pay-as-you-go basis. If you need ice before 11 a.m. on Friday, please bring your own ice with you.

**On-Site Storage:** There will be NO storage allowed outside or behind any food vendor booth, trailer, or cart for any supplies, equipment or inventory. This will be strictly enforced to uphold the safety & aesthetics of The Festival. We strongly suggest you bring a two-wheeler or cart to facilitate loading & unloading. ALL items must be **inside** your vending space. You are not allowed to have ANYTHING on the sidewalk behind your booth!

**Parking:** Any vehicles parked at a space or in a lot not designated for Festival vendors will be towed at the owner's expense. This will be strictly enforced. A vehicle identification tag will be distributed to vendors at the meeting that must be placed inside your vehicle on the rearview mirror. Only vehicles with a vehicle identification tag will be allowed on The Festival site for set-up and teardown.

**Propane:** All propane tanks must be secured from falling and easily accessible in case of a fire. A minimum amount of propane required for cooking for the three days should be brought with you. Any spare tanks must be secured away from cooking areas.

**Refrigerated Truck Space:** There will be three refrigerated trucks available onsite for use by all food vendors. Space is limited and available on a first-come, first-served basis. We strongly suggest you bring a two-wheeler or cart to facilitate loading & unloading. Clearly mark all your products. Due to space constraints, food items only are allowed in the trucks. Beverages are not allowed and must be iced down to cool. **Your inventory is your responsibility!**

The truck will be locked with a combination padlock. The combination will be emailed to you before the event, and it is your responsibility to have the combination on-site with you to access the truck. The refrigerated trucks **WILL** be available for storage starting Thurs, Aug. 27 for preliminary setup. All items must be removed from the trucks no later than 8 p.m. on Sun., Aug. 30. DO NOT leave any unwanted products in the trucks!

**Security:** There will be 24-hour security on-site for The Festival beginning Thursday, Aug. 27. Only those with a World Food & Music Festival credential will be allowed on the event site during non-public hours or during set-up or tear down times. Security presence does not guarantee against theft or loss; rather it is to supplement any precautions that you already take.

Food Vendor is responsible for his/her own security with respect to cash, equipment, goods or supplies. The World Food & Music Festival is not responsible for lost, stolen and/or damaged property of Food Vendor. Do not leave valuables such as cash or electronics in your booth overnight.

**Trash:** Each vendor will have their own trash container for their use. Food vendors are not allowed to use public trash containers for their disposal. You are responsible for keeping your area clean and free of trash, food scraps, boxes, litter, etc. Empty cartons and boxes must be broken down and taken to the dumpsters immediately after emptying. Locations of trash dumpsters will be made available on the final site map. Disposing of trash or recycling in the wrong dumpster, public trash containers or leaving trash behind at tear-down will result in the loss of clean-up deposit.

**Wastewater:** Wastewater containers will be provided behind the food vendor areas. It is illegal to dispose of wastewater in the river, streets, flowerbeds, grass areas or storm water drains and will result in a fine. Please bring supplies to immediately mop up any standing water.

**Water Access:** Potable water<sup>1</sup> will be available on the event site. Food vendors are responsible for providing their own means of transporting water. The City of Des Moines Water Quality Regulations does not allow direct hose hook-up to the water source. Vendors are responsible for their own hand washing station as required by the State of Iowa Health Dept. The exact location of the water sources will be indicated on the final site map and provided to vendors at the vendor meeting in August.

**Complaints:**

Vendor complaints or concerns should be directed to Event Management in a timely manner. Customer compliments and complaints will be forwarded to vendors and kept on file. Complaints may result in further inquiry or disciplinary action, including barring vendor from selling at the World Food & Music Festival temporarily or permanently, devoid written or verbal warning or fines. If this occurs, booth fees will not be refunded.

**Downtown Events Group reserves the right to make amendments or exceptions to the World Food & Music Festival Food Vendor Rules & Regulations.**

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<sup>1</sup> Water that can be used for cooking.