



**WORLDFOOD  
& MUSIC FESTIVAL**  
COMMUNITY FOUNDATION OF GREATER DES MOINES, FOUNDING PARTNER



September 20 - 22, 2019  
**FOOD VENDOR APPLICATION**

Vendor Program sponsored by **Prairie Meadows**

We are excited to host the World Food & Music Festival Sept. 20 - 22, 2019 in Western Gateway Park in downtown Des Moines, Iowa. This popular free event attracts over 90,000 guests each year!

We are pleased to invite you to apply as a food vendor for the 2019 event. The World Food & Music Festival is a premier festival opportunity in the Iowa market for the promotion of restaurants, caterers, food trucks and festival vendors. Participating vendors tap into an exceptional marketing opportunity designed to drive name recognition and food sales.

**All applications are due no later than Friday, May 3, 2019. Late applications will not be accepted.** Only complete applications submitted with application fee will be considered. Application fee is a non-refundable \$20 fee for processing your application regardless of acceptance. All other fees will be due upon acceptance and invoiced when a contract is issued.



All applications will be reviewed and any clarifying questions regarding menu items will be sent via email. We are especially looking for new and creative menu items as well as underrepresented menu items and cultures. Categories with multiple applicants will be evaluated primarily based on diversity of menu offerings to ensure best selection of options at The Festival. We strongly encourage vendors (especially new vendors) to limit the number of food items offered and have a quick and easy to prep taste item as those are very popular at this event. People come hungry and like to try new things! **New** in 2019, special effort will be taken to limit duplicate menu items. In the event that multiple vendors have the same item, we will look at alternate items to determine the final accepted menu.

All vendor status notifications will be sent out no later than close of business on Thursday, June 6, 2019 via email. We may keep a limited number of vendors on a waitlist through mid-July in case space becomes available. All applicants will receive an email notifying them whether they have been **accepted, waitlisted or rejected** by close of business on Thursday, June 6, 2019.

Applications may be submitted either via paper application or electronically. If you would like to pay your application fee by credit card, you must fill out the online form and will be \$25 (\$20 application fee + \$5 processing fee).

### **Festival Provides:**

- ◆ One (1) 10' x 10' vending space
- ◆ One (1) 10' x 10' tent with sides (unless you are requesting additional space or using your own food truck/cart)
- ◆ One interior tent light – no additional lighting is provided
- ◆ Two (2) 8 ft. long tables for the front serving area and a preparation area
- ◆ Professionally designed signage displaying your concession name and menu
- ◆ Shared wastewater and grease barrels
- ◆ Trash container for vendor-only use
- ◆ Potable water source (you must provide transportation of water)
- ◆ Two refrigerated trucks on-site (space must be shared with other vendors)
- ◆ Convenient vehicle drive-in for set-up and tear-down
- ◆ 90,000+ hungry people!



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Business Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

Cell Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

What COUNTRY does your food best represent (please limit to 3 or fewer):

\_\_\_\_\_

**Menu Items:**

Vendors are selected based on menu items and type of food. Only approved items may be sold at the event. We do our best to limit similar food items however we do not offer exclusivity of any menu items or food type. Menu item descriptions will be requested upon acceptance for signage printing.

**Menu items cannot be priced more than \$6. All vendors are limited to a MAXIMUM of 8 menu items.** Only pre-approved beverages e.g. specialty coffee, homemade lemonade, specialty juices, etc. may be sold. The Festival handles ALL soda, water and alcohol sales; vendors will not be allowed to sell these items. **All accepted food vendors are required to provide a \$1 taste item. These samples may be a single "taste" or plate of "tastes" allowing guests to try a small portion of different foods. We encourage you to use a small sample of something already on your menu, but can be anything you choose.** Special effort will be made to limit duplicate menu items.

**PLEASE PRINT CLEARLY!**

**\$6 maximum**

Item 1 \_\_\_\_\_ Price \$ \_\_\_\_\_

Item 2 \_\_\_\_\_ Price \$ \_\_\_\_\_

Item 3 \_\_\_\_\_ Price \$ \_\_\_\_\_

Item 4 \_\_\_\_\_ Price \$ \_\_\_\_\_

Item 5 \_\_\_\_\_ Price \$ \_\_\_\_\_

Item 6 \_\_\_\_\_ Price \$ \_\_\_\_\_

Item 7 \_\_\_\_\_ Price \$ \_\_\_\_\_

Item 8 \_\_\_\_\_ Price \$ \_\_\_\_\_

Alternate 1 \_\_\_\_\_ Price \$ \_\_\_\_\_

Alternate 2 \_\_\_\_\_ Price \$ \_\_\_\_\_

Alternate 3 \_\_\_\_\_ Price \$ \_\_\_\_\_

Alternate 4 \_\_\_\_\_ Price \$ \_\_\_\_\_

\*\*Taste Item \_\_\_\_\_

Price \$1



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The only fee that will be required with your completed application is a \$20 non-refundable application fee. Please complete the questions below to the best of your ability, as these questions help tell us how much space you would require on-site as well as billing information if you are accepted. All booth and electricity fees will be billed upon acceptance and are not required to be submitted with this application. They are included below for your information and planning purposes. Vendor set-up will be confirmed and clarified prior to contract and invoice being sent out if you are accepted.

**Booth Space:** Please check the option that best fits your needs.

10x10' Tent Space (\$600)       10x20' Tent Space (\$1200)       10x25' Food Truck Space (\$1200)\*

Truck dimensions are: \_\_\_\_\_ Side serving window is on: \_\_\_\_\_

\*Please include a photo of your food truck with your application.

**Grill Space** (\$125): I would like an additional 6x10' grill space next to my vendor space for my grill, fryer or smoker (these items are NOT allowed inside tents per fire code). Additional space may be available for an additional fee if you need more room for larger grills and appliances in order to be within fire code. **Please note: No charcoal or wood burning appliances will be permitted in 2019.**

**What appliances are you planning on bringing that would be in your grill space?** Please include dimensions and fuel source for each.

**Electrical:** We offer 110v 20-amp service and 208v 50-amp service. Each outlet is \$40. Only Festival provided electricity and generators are allowed on-site. A more detailed form will be sent out to accepted vendors to confirm power needs.

Type of service needed (please circle one):                      110v                      208v

Please check how many outlets you will need:

0    1    2    3    4    5    6    7    8    9    10

I acknowledge that submission of this application does not guarantee acceptance into the World Food & Music Festival. By signing below, I agree to submit a valid certificate of liability insurance, required fees, Iowa sales tax ID and clean-up deposit if my application is accepted.

**Signature** \_\_\_\_\_                      **Date** \_\_\_\_\_

**Application Check List:**

- Application Fee (non-refundable):** \$20 Check or Money Order payable to "Downtown Events Group"
- ALL returned checks are subject to a \$35 service charge.**
- Completed Application
- Grill, fryer, smoker photo with dimensions (if requesting a grill space)
- Cart or Food Truck Photo with Dimensions (if applicable)

**All materials should be submitted via mail or in person to our offices:**

World Food & Music Festival  
Attn: Maggie Pforts  
700 Locust St., Ste. 100  
Des Moines, Iowa 50309

