

Kingdom of Riverssance Vendor Application

Non - Food Vendors - \$100

Proof of \$50,000 public liability insurance is required with a rider naming River-Cade free of any and all responsibility of claims. On your Certificate of Liability Insurance the certificate holder must be designated as:

Port of Sioux City River-Cade 1201-Council Oak Drive Sioux City, IA 51103

Food Vendors - \$175

Proof of \$1,000,000 public liability insurance is required with a rider naming River-Cade free of any and all responsibility of claims. On your Certificate of Liability Insurance the certificate holder must be designated as:

Port of Sioux City River-Cade 1201-Council Oak Drive Sioux City, IA 51103

If you do not have your own coverage, you can be on the River-Cade policy for an additional \$50.

All food vendors must be in place and ready to go for the city health inspection by 8am Saturday.

If you do not already have your Application to Operate a Temporary Food Establishment, you will need to go online to: **Siouxlanddistricthealth.org**. On the top bar, click on **"Forms/Permits"**. Scroll down to **"Food Stand & Food Safety Information"** and click on this. Then click on **"Temporary Food Stand License Application"**. Print out this application form and fill it out. This must be mailed as soon as possible, but no later than 2 weeks prior to our festival to ensure your ability to vend your wares. The fee is \$33.50 and must accompany your application. Any questions on this should be directed to: **Siouxland District Health Department. 712-279-6119 or 800-587-3005**

Water is available on site but we do not provide or sell ice.

Sales tax collection for Iowa sales tax, where applicable, is totally your responsibility. See the form "Sales Tax Permit" for instructions on how to obtain your tax permit.

Please feel free to call with any questions to me, **Diane Gaskell, at 712-251-4780** or e-mail me at **gaskell@cableone.net**. Mail this completed application with the application fee to:

Diane Gaskell

4010 - 48th Street Sioux City, Iowa 51108

GATHERING LOCATION: Riverside Park, 1301 - Riverside Blvd., Sioux City, Iowa.

Type of Merchandise _____

Vendor Name _____

Vendor Address _____

Contact Name _____ Phone _____

E-mail _____ Booth Size needed _____

Iowa Sales Tax Permit Number _____

Total of fees Included with this application \$ _____ Date _____

Certificate of Insurance must be included, or a check for \$50.00 to be on the River-Cade rider. (Separate checks needed for vendor fee and for insurance rider)

Make checks for Vendor Fee or \$50 River-Cade insurance payable to **Port of Sioux City River-Cade.**

Sales Tax Information

The State of Iowa is no longer providing temporary sales tax permits. You will need to go online and apply for your permit if you have not already done so. If you already have your permit, be sure to bring it with you.

When you apply for your permit, it could take 4 to 6 weeks before you receive it.

To apply, go online to www.tax.iowa.gov. Scroll down and on the left side, click on "Apply for a Permit". Under "Complete Online" click on "Register Your Business Online". Read this page and then click on the "Start" button at the bottom. This will bring up the application form. Fill this out and click on "Submit".

If you do not have a Tax I.D. number, you can use your Social Security number to apply for your permit. You will need to show this permit to Diane Gaskell when you arrive to set up at Riverside Park. This permit must be displayed in your booth in plain sight.

Any questions? Call Diane at 712-251-4780.

Diane Gaskell
Vendor Coordinator