



**ArtSplash 2024**  
**August 31 & September 1**  
Saturday: 10 am – 5 pm  
Sunday: 10 am – 5 pm

## 2024 Concession Application

### How to Participate

To participate as a concession vendor at Art Center's ArtSplash, please complete and return the enclosed registration form with a space registration fee check in the amount of \$300 for one-day registration or \$500 for two-day registration, as well as a \$300 damage deposit check made payable to ArtSplash.

Space is limited to a maximum of 10 food and 5 snack vendors. ArtSplash reserves the right to select the vendors at the festival.

ArtSplash wishes to provide its guests an attractive and interesting taste experience. Presentation of your business and your product are essential to the overall look the festival wishes to achieve. New vendors to the festival will be required to provide three professional references as a part of their application process. Failure to provide will result in immediate removal from consideration. *ArtSplash will make every attempt to avoid duplication of menu items. We ask for your cooperation.*

### Questions?

If you need additional information about ArtSplash or this concessions application, please contact Summer Amman at (712)279-6272 ext.3207 or [samman@sioux-city.org](mailto:samman@sioux-city.org). If you have questions about Health Department regulations, call them directly at (712)279-6119.

### Deadlines

The deadline to submit applications and space fees is May 31, 2024. Because space is limited, you will need to return your completed application, \$300 or \$500 space registration fee, and \$300 damage deposit as early as possible. *Spaces will be assigned according to the selection criteria stated above.*

**Deadline to apply – on or before May 31**  
**Notification of Acceptance – June 15**  
**Health Department Licensing due – August 1**

Vendors are responsible for health inspection licensing. The fee is payable upon completion of inspection. Direct questions regarding requirements and fee to the Siouxland Health Department at (712) 279-6119.

### Key Rules and Regulations

- It is the wish of ArtSplash to provide its guests with an attractive food area. Vendors must keep the area in front of their booth clear and accessible to the public.
- Food vendors will use their assigned space only for the purpose of selling menu items described and identified in the festival agreement.
- No beer or alcohol sales are allowed.
- The official drink of ArtSplash is Coca-Cola. All soda sold at the festival must be Coke products in Coca-Cola trademark cups.
  - All pre-packaged beverages must be purchased from Chesterman Bottling Company, Sioux City, Iowa. Contact information will be provided upon acceptance.
  - Water can only be sold by food vendors if purchased through ArtSplash for \$2/bottle and must be sold for \$2/bottle.
  - Ice is available for purchase from ArtSplash for \$5 per 20 lb bag.
- A \$300 damage deposit is required for each space. This check, payable to ArtSplash, will be held until after the festival then destroyed unless there is clean-up or property damage claim.
- All ArtSplash food vendors are required to provide current proof of insurance naming Art Center's ArtSplash as an additional insured. Please note that vendor insurance must be for a minimum of \$1,000,000 per occurrence/\$2,000,000 general aggregate.
- Participants must purchase a Siouxland Health Department Permit and meet all health department regulations. A copy of the Temporary Food Service Requirements is included with this form.

### If you are invited to be a food vendor at ArtSplash:

- All vendors and employees must maintain the highest degree of cleanliness and professionalism in their booths at all times. Participants are expected to always keep the area around booths clear of all supplies and debris.
- All electrical needs must accompany your application and be submitted on or before May 31. Only the items listed on your application may be plugged in. If you are found to be abusing electrical policy at ArtSplash, you will be notified, and we will request you change your usage.
- Eight menu items may be included in your application. If you serve more than the approved eight menu items at ArtSplash, we reserve the right to ask you to remove the additional items from your menu.
- All vendors must present a professional appearance and abide by all rules and regulations. Failure to do so will result in exclusion from the festival in future years. In addition, if you are asked to correct a problem during the festival and do not do so within three hours of notification, you may be asked to leave the festival and will forfeit all fees paid.

## Festival Details

### Festival Location:

Sioux City Art Center Campus  
225 Nebraska St.  
Sioux City, IA  
51101

### Festival Dates and Times:

Saturday, August 31, 10:00 a.m. – 5:00 p.m.  
Sunday, September 1, 10:00 a.m. – 5:00 p.m.

### Location Details:

The Food area for ArtSplash is on the south side of the Art Center campus. The surface is concrete, and the exact lay-out of the area is subject to change if there are surface issues that prevent the festival coordinators from placing vendors where we planned. Snack vendors (participating on both days) are located elsewhere on the festival grounds. Environmental factors, as well as weather issues will dictate exact location, and flexibility is essential from our vendors. *ArtSplash will make every effort to ensure vendor needs on site are cared for.*

### Questions or concerns?

Contact Summer Amman, Development Coordinator  
Office phone: (712) 279-6272 ext.3208  
Email: [samman@sioux-city.org](mailto:samman@sioux-city.org)

### INFORMATION REQUIRED TO APPLY

Please make sure that the application includes the following:

- ✓ Application form, completed and signed
- ✓ Check for \$300 for one-day registration or \$500 for two-day registration (plus \$100 per 5 feet if more than 20' wide space is required) made payable to ArtSplash
- ✓ Check for \$300 for damage deposit, payable to ArtSplash
- ✓ A current picture of vendor booth
- ✓ A copy of vendor liability insurance
- ✓ NEW VENDORS: Include 3 Professional References. Failure to do so will result in immediate removal from consideration!

Submit all application materials to:

Art Center's ArtSplash  
Attn: Summer Amman  
Sioux City Art Center  
225 Nebraska St.  
Sioux City, IA  
51101

or by email to: [samman@sioux-city.org](mailto:samman@sioux-city.org)

All materials are due no later than May 31, 2024.

## Application Details

### Booth fee (must be submitted with application; check will be returned if application is not accepted)

\$300 for one-day registration or \$500 for two-day registration (plus \$100 per 5 feet if more than 20' wide space is required)

### Set-up

Set-up will take place on Friday, August 30, 2024 for vendors serving on Saturday (or both Saturday and Sunday). Set-up will take place on Sunday, September 1, 2024 for vendors serving on Sunday only. You will be contacted by ArtSplash to arrange a load-in time. It is imperative that you adhere to the mutually agreed upon time. We build the schedule and placement first on when your application is received and secondly your offerings and availability to load in. Our success in placement depends on your cooperation.

### Vendor space

All approved vendors are provided with requested booth space. Please note the additional fee for those needing more than 20' wide of space. Trailer tongues or pullout service windows must be removed if they are longer than the length specified in the application. Vendors will be fully responsible for booth structure and furnishings. Remember that aesthetics are extremely important to the festival. Booths will be set up on concrete (please see **Location Details** section on this page) and must be self-sustaining.

### New Vendors

New vendors to the festival will be required to provide three professional references as a part of their application process. Failure to provide will result in immediate removal from consideration.

### Vehicles

Vehicle parking is available near the festival. Each vendor will be provided with **one** parking space in a designated area. No vehicles will be allowed to drive through or block the food court during the festival hours. Deliveries will need to be arranged accordingly.

### Health Department regulations and permits

**The Siouxland Health Department will do an on-site inspection SATURDAY ONLY. A Sunday-only vendor MUST have previously completed inspection.** Each vendor will provide two trash containers outside his/her stand. Each vendor must also have a container for gray water collection. Vendors are responsible for health inspection licensing and must be provided to ArtSplash during set-up. The fee is payable upon completion of inspection. Questions regarding Health Department regulations should be directed to the Siouxland Health Department at (712) 279-6119.

**Thank you for your interest in  
ArtSplash 2024  
Complete Application Below and return  
by May 31, 2024**



**ArtSplash 2024**  
**August 31 & September 1**  
Saturday: 10 am – 5 pm  
Sunday: 10 am – 5 pm

## 2024 Concession Application

### Due date for applications

Completed application materials must be received no later than **May 31, 2024**.

Notification of selection will be emailed by **June 15, 2024**.

### Select date(s) of participation:

- Saturday, August 31, 2024 - \$300
- Sunday, September 1, 2024 - \$300
- Saturday and Sunday, August 31 and September 1, 2024 - \$500

### Vendor Information:

Exact wording of vendor name (please print as name should appear in promotional materials):

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: (Business) \_\_\_\_\_ (Home) \_\_\_\_\_

(Cell) \_\_\_\_\_ (email) \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Health Department requirements and fee

Vendors are responsible for health inspection licensing. Proof of Temporary Food Service Permit is due to ArtSplash by your set-up time. The fee is payable upon completion of inspection. Direct all questions regarding requirements and fee to the Siouxland Health Department at (712) 279-6119. The Siouxland Health Department will do an on-site inspection **SATURDAY ONLY**. **A Sunday-only vendor MUST have previously completed inspection.**

**(continued)**



## Electrical Service (continued)

Voltage required (check one)

- 110/120
- 220/240

Amperage required \_\_\_\_\_

If 220/240 voltage required, select 3- or 4-wire below:

-  3-wire
-  4-wire

List all items requiring electricity:

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## Liability

ArtSplash organizers accept no liability for any vendor. We require that vendors carry liability insurance (a minimum of \$1,000,000 per occurrence/\$2,000,000 general aggregate), name Art Center's ArtSplash as an additional insured and provide a copy of the policy. Security will be provided from Thursday evening through 5 p.m. on Sunday. Saturday-only vendors must be off premises by 7:00 p.m. on Saturday. All vendors must be off premises by 7:00 p.m. on Sunday.

We, the above vendor, agree to follow the guidelines stated in the application information and application form. We understand that failure to follow the above guidelines can result in removal from the festival. Information provided in this form will be used in the festival program. **No changes will be allowed without the expressed written permission of Summer Amman, Development Coordinator, Sioux City Art Center.**

\_\_\_\_\_  
Authorized signature

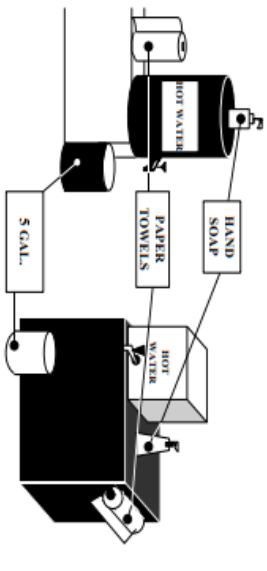
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Date

## Application submission

Submit all application materials to Art Center's ArtSplash, Sioux City Art Center, 225 Nebraska St., Sioux City, IA 51101. You may also email completed forms to [samman@sioux-city.org](mailto:samman@sioux-city.org). Please follow-up with a separate email to ensure delivery. All materials are due no later than May 31, 2024.

Please make sure that the application includes the following:

- ✓ Application form, completed and signed
- ✓ Check for \$300 for one-day registration or \$500 for two-day registration (plus \$100 per 5 feet if more than 20' wide space is required) made payable to ArtSplash
- ✓ Check for \$300 for damage deposit, made payable to ArtSplash
- ✓ A current photo of vendor booth
- ✓ A copy of vendor liability insurance
- ✓ **NEW VENDORS:** Include 3 Professional References. Failure to do so will result in immediate removal from consideration!



## **HANDWASHING STATION REQUIREMENTS**

1. An accessible and functional handwashing facility with hot water shall be provided within any food stand in which unpackaged food or beverages are handled. This can include everything from dispensing ice for drinks, pouring beverages, and preparing food. If only pre-packaged food products are sold, handwashing facilities are not required, i.e., canned pop, bottled beverages, boxed candy, pre-packaged snack foods.
2. Handwashing facilities shall not be used for the cleaning of equipment, storage of wiping cloths, or for dumping of liquid waste.
3. All foods, equipment, and utensils shall be protected from splashing and spillage caused by handwashing.
4. Disposable paper towels and soap shall be provided at each handwashing facility.
5. An easily-accessible waste basket shall be provided for disposal of used paper towels.
6. Any one of the following set-ups can be used as a handwashing facility:
  - Portable commercial hand sinks that produce water flow within 10 seconds of activating a hand pump or opening a dispensing valve.
  - A minimum of 2.5 gallons of potable water will be maintained in a container capable of dispensing water through a spigot or valve. The valve shall allow a constant flow of water when opened without having to continually hold it open or press a button. The waste water shall be collected in a basin to be disposed of in a sanitary sewer.
  - A fully plumbed sink if available within the food stand.
7. An accessible and functioning hand sink will accompany any toilet utilized by food handlers. Soap and disposable towels shall be provided.
8. Handwashing facilities shall be monitored regularly for adequate soap, towels, and water.

## **HANDWASHING STATIONS AND SANITIZER BRICKETS WITH WIPING CLOTHS MUST BE SET UP AND USED PRIOR TO ANY FOOD HANDLING, PREPARATION, OR SALES.**

## **Temporary Food Stand Permitting and General Information**

### **What is a "temporary food stand"?**

A temporary food stand is a food establishment that operates in one location for a period of no more than 14 consecutive days in conjunction with a single event or celebration. An "event or celebration" is a significant occurrence, such as a fair, carnival, or festival; sponsored by a civic, business, educational, government, community, or veteran's organization.

### **When is a license required to operate a food stand in Iowa?**

- When handling or selling unpackaged food or beverages such as tacos, burgers, bby, cut watermelon, fountain pop, etc...
- When providing commercially prepackaged food or beverages that require temperature control for safety such as ice cream treats, milk, yogurt, prepackaged sandwiches, etc...

### **What can be sold without a license?**

- Commercially prepared prepackaged foods and beverages that do not require temperature control for safety such as bottled soda, packaged candy, packaged chips, wrapped granola bars, etc....
- Whole, uncut fruits and vegetables

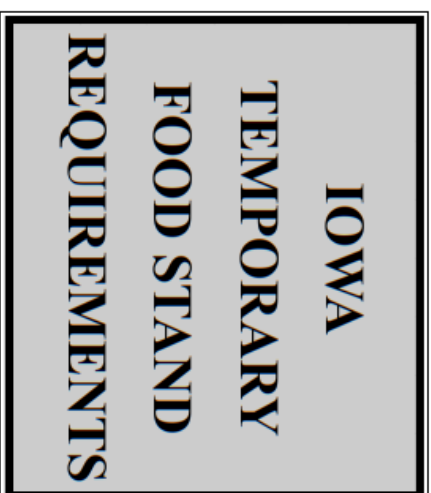
### **Who must be licensed?**

- For-profit organizations and individuals
- Non-profit organizations that do not meet the exemption requirements
- Iowa licensed Mobile Food Units that operate more than three consecutive days at an event
- Iowa licensed food establishments that operate away from their own licensed premises

### **Non-profit license exemptions:**

- Non-profit organizations are exempt from licensing if they sell food only one day per week, not on two consecutive days, from their own premises.
- There are two additional exemptions for non-profit organizations:
  - Twice per calendar year—may serve to the public up to three consecutive days from their own premises
  - Twice per year, the non-profit can use the premises of another non-profit organization to serve food for one day (Property owned by a city, county, or state entity such as streets and most parks are not considered non-profit premises)

Siouxland District Health Department issues Temporary Food Stand licenses for the Iowa counties of Woodbury, Plymouth, Sioux, Lyon, Osceola, O'Brien, Cherokee, Clay, Dickinson, Emmet, and Palo Alto. It is recommended that license applications are received in our office at least one week prior to the event. Applications received less than three business days before an event may not be reviewed and a license not issued. Applications are available to print on our website at [www.siouxlanddistricthealth.org](http://www.siouxlanddistricthealth.org), or you can contact our office. Licenses must be displayed in the stand for the duration of the event.



## **Siouxland District Health Department**

**1014 Nebraska Street  
Sioux City, Iowa 51105**

**712-279-6119  
800-587-3005**

**[www.siouxlanddistricthealth.org](http://www.siouxlanddistricthealth.org)**

**LICENSE FEE—\$50.00**

## **1. FOOD SUPPLIES**

All food supplies shall be obtained from a licensed establishment or from an approved source. All meat and poultry products **must** be either USDA or Iowa Department of Agriculture inspected products. Be prepared to show documentation of the source of any meats used at the stand, such as receipts, boxes, or labels. All fruits and vegetables must be washed before being used or sold. All foods shall be prepared in a licensed kitchen or on-site at the stand, with the exception of the non-profit exemption stated below. Foods must be kept protected from contamination and maintained at proper temperatures during transport.

Non-profit organizations that operate a licensed temporary food stand may sell non-potentially hazardous foods such as cookies, cakes, and fruit pies that have been prepared in a private home or unlicensed kitchen. All items must be properly labeled.

## **NON-APPROVED FOODS WILL BE PLACED ON HOLD AND NOT PERMITTED TO BE SOLD. THIS INCLUDES MEATS LABELED "NOT FOR SALE" AND UNAPPROVED FOODS PREPARED IN AN UNLICENSED HOME KITCHEN.**

## **2. PERSON IN CHARGE**

There must be a designated person in charge present at the food stand during all hours of operation. All employees, including volunteers, shall be under the direction of the designated person in charge. The person in charge shall ensure that all food handlers are washing their hands, not handling ready-to-eat food with their bare hands, are cooking and holding foods at the proper temperatures, mixing sanitizer to the proper concentration, and following the other Temporary Food Stand Requirements. Every employee and volunteer must sign a logbook with their name, address, telephone number, and the date and hours worked. This logbook must be maintained by the person in charge for 30 days.

## **3. PERSONNEL**

All food handlers shall be free of contagious or communicable diseases, vomiting and diarrhea, open sores, or infected wounds. If a worker has a cut or sore of any kind on his or her hand, it shall be covered with a bandage and a disposable glove. Employees shall keep their hands and exposed parts of their arms clean, wear clean clothes, and must keep their hair properly restrained. Tobacco use of any kind is not permitted inside the stand or while attending grills outside the stand. Personal belongings shall be stored in a designated place adequately separated from food, food contact surfaces, and dishwashing areas. Any individuals who are not working should be kept out of the stand.

## **4. HANDWASHING**

Hands must be washed at the designated handwashing station as frequently as necessary to maintain good sanitation and always before beginning work and after going to the restroom, eating, taking breaks, handling garbage, handling raw meat, handling cell phones, or using tobacco products. Convenient and adequate handwashing facilities as described on the back page shall be provided in each stand. Hand sanitizers or wipes do not replace the need for hand washing.

## **5. FOOD PREPARATION AND HANDLING**

Bare hand contact with ready-to-eat food is strictly prohibited. Workers shall use one of the following methods when handling ready-to-eat food: disposable gloves, utensils, deli tongs, tongs, or other dispensing equipment. Hands must be washed before putting on gloves. Gloves can become contaminated and shall only be used for food preparation, and gloves must be changed when they come into contact with non-food items, or when changing tasks. Food must be thawed, reheated, and cooled using procedures approved in the Food Code.

## **6. COOKING TEMPERATURES**

Minimum cooking temperatures for meat and poultry products and reheating shall be:

Poultry and ground poultry	165°F or higher
Stuffed meats and stuffing	165°F or higher
All other ground meats	155°F or higher
Whole pork, lamb, and fish	145°F or higher
Beef steaks and roasts	145°F or higher
Reheated or microwaved items	165°F or higher

If raw or undercooked animal foods such as meat, eggs, or fish are served, a consumer advisory as required by the Food Code must be conspicuously posted or included in the menu. The intent of the consumer advisory is to assure that all consumers are aware of items that are undercooked, and of the increased health risk to vulnerable populations of eating raw or undercooked animal foods.

## **7. HOT AND COLD STORAGE TEMPERATURES**

All potentially hazardous foods shall be refrigerated at 41°F or below or held at 135°F or higher. Refrigeration units must be turned on in advance so the proper temperature is reached before food is placed inside. An insulated, hard-sided cooler with sufficient ice may be approved for storage of less hazardous foods or for events of short duration only if they are capable of keeping the food at 41°F or below. Hot food storage units shall be used to keep potentially hazardous food at 135°F or above. Sterno cans are allowed for hot holding only if adequate temperatures can be maintained throughout the product. Hot held foods that are not used by the end of the day shall be discarded.

Potentially hazardous foods are those that require temperature control to limit the growth of bacteria. Examples include animal foods such as meat, dairy and eggs; garlic and oil mixtures, raw sprouts, cut melons, fish, cooked vegetables, refried beans, cooked pasta and rice, cut tomatoes and salad greens, and potato salad.

## **8. THERMOMETERS**

All cold storage units must be equipped with an accurate, easily-visible thermometer so that the air temperature can be monitored. An accurate metal stem food thermometer must be provided to check internal cooking temperatures and the internal temperature of foods being held hot or cold.

## **9. FOOD AND FOOD CONTACT ITEM STORAGE**

All food supplies and food contact items shall be stored at least six inches off of the ground, and shall be properly covered to protect from dust, rain or other contamination. Potentially hazardous foods must meet temperature requirements as previously stated. Store raw foods such as meat and poultry separate from or below ready-to-eat foods.

## **10. FOOD AND CONDIMENT DISPLAY**

All foods on display shall be covered or individually packaged and meet appropriate temperature requirements. All food must be protected from customer handling, cupping or sneezing, and other contamination by wrapping, sneeze guards, or other effective means. The public is not allowed to serve itself from opened containers of food. Sugar, ketchup, mustard and other condiments must be individually packaged or dispensed from closed squeeze, pour, or pump type dispensers.

## **11. ICE**

Ice shall be from an approved source. Food not sealed in packaging shall not be stored in contact with water or ice. Packaged food, canned and bottled beverages may be stored in drained ice bins. Ice that has previously been used for cooling may not be reused in beverages. Beverage ice shall be stored in the bag in which it was purchased or in clean, properly constructed ice storage units which are easily cleanable and kept drained. Ice shall be dispensed with scoops, tongs, or other utensils with a handle, not with hands or drink cups. Scoop or tong handles shall not come in contact with ice.

## **12. WATER SUPPLY AND STORAGE**

An adequate supply of clean water from an approved source must be provided for food preparation, utensil and equipment washing, wiping cloths, and hand washing. Water storage units and hoses must be made from food grade material and used only for potable water. Do not use containers that previously held toxic items. Water supply systems, including hoses, shall be protected against backflow or contamination.

## **13. EQUIPMENT AND UTENSILS**

All food preparation and contact surfaces must be of a safe design with durable, smooth, and easily-cleanable surfaces. Use disposable single-service plates, cups and utensils. All equipment and utensils must be maintained in a sanitary manner. Food contact utensils must be washed, rinsed, and sanitized, or changed out with clean utensils a minimum of every four hours, between working with raw and ready-to-eat products, if they are dropped on the ground, or become otherwise contaminated. If dishwashing is done on-site, an adequate supply of hot water and a minimum of three basins large enough for complete immersion of the utensils are required to wash, rinse, and sanitize utensils or food contact equipment.

## **14. SANITIZERS AND WIPING CLOTHS**

Chlorine bleach or another approved sanitizer shall be provided for sanitization following dishwashing and for use with wiping cloths. Sanitizing solutions shall be of an appropriate concentration, such as a solution of approximately 1/2 to 3/4 of a teaspoon of ultra bleach per gallon of water (100 ppm). If using chlorine bleach, only the unscented type is acceptable. An appropriate test kit shall be provided to check the concentration of the sanitizer used. Wiping cloths shall be provided for wiping counters, tables, prep areas, and other food contact surfaces. Cloths shall be stored in a clean 100 ppm chlorine sanitizer solution or equivalent between uses. Sanitizing solution shall be changed as needed to maintain the solution in a clean condition.

## **15. WASTE WATER AND GARBAGE DISPOSAL**

Waste water must be disposed of in an approved manner. Connect to an approved sewage collection system when available. Do not dump wastewater containers onto the ground or street. Do not dump grease into a storm sewer. Water or melting ice shall not create a wet or muddy area around the stand. An adequate number of trash containers shall be provided both inside and outside each stand, and shall be emptied often to prevent flies, odors, and other nuisances.

## **16. STAND CONSTRUCTION**

Stands shall be constructed to protect food and shall include overhead shelter. All cooking and serving areas shall be adequately protected from contamination. If necessary, side screening shall be provided to protect from insects, dust, and weather. If required, floors shall be constructed of tight wood, asphalt, rubber or plastic matting to control dust, mud, and insects. Adequate lighting shall be provided, and lights above exposed food preparation areas shall be shielded or shatterproof. Grill and barbecue areas shall be roped off or otherwise protected from the public.

## **17. STORAGE OF CHEMICALS AND CLEANERS**

Label all chemicals and cleaners clearly. Store these items separate from and below food and food contact surfaces to prevent them from contaminating food.

## **18. CONTROLLING INSECTS**

Adequate insect control must be provided. Use pesticides approved for use in food establishments and always follow the manufacturer's instructions. Household insecticides are not approved for use in food stands. Screening is also a good method to control insects.