



August 2-3, 2025

Washington Park – Dubuque, Iowa

Festival Director: Ali Levasseur
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PO Box 1166, Dubuque IA 5204-1166

- 2025 Festival Dates** Dates are Saturday & Sunday, August 2 & 3
- General Information** Setup Friday 12-6PM
 Serving hours Saturday 10AM - 7PM, Sunday 10AM - 4PM
- Location** All food vendors will be positioned around the perimeter of Washington Park on 6th Street, Locust Street, or Bluff Street.
- Vending fees** This year, DBQfest is offering two Food Vendor Fee options based on the number of days you will be selling.
Two Day Vendor will serve the times listed below and agrees to pay \$100, plus a \$50 clean-up deposit.* (*Two Day Vendors will get first priority for preferred placement.*)
One Day Vendor will serve the times listed below and agrees to pay \$150, plus a \$50 clean-up deposit.*

*Please submit the Deposit as a separate payment, Deposit Checks will be voided and sent back, or cashed after the festival if necessary).

- Application Deadline** Thursday, June 26, 2025, 11:59 PM
- Serving Time** Two Day Vendors: Sat 10 AM – 7 PM **AND** Sun 10 AM – 4 PM

 One Day Vendors: Sat 10 AM - 7 PM **OR** Sun 10 AM - 4 PM

Each vendor must contact the City Health Services regarding temporary food stand permits and other regulations. Food permits are currently \$50 per event and are due 30 days prior to the event. If you have questions, please call Tim Link at 563-589-4181.

Each participating vendor must provide DBQFest with a **current Certificate of Insurance listing DBQFest AND the City of Dubuque as additional “insured” for this event.** This is a requirement by the City. Please send these documents to DBQFest with your registration.

Application available at <https://www.dbqfest.com/apply/>.

Additional Information on next pages

Electricity: Chafing dishes for hot food or ice chests for cold items are recommended because **electrical outlets are very limited**. Each duplex outlet (box with 2 outlets/plug-ins) has a 20 amp circuit. This means only 16 Amps of power can be plugged into one box. Each item you plug in should have its Amps or Wattage listed on the item or on its tag. 16 amps translate to 1,920 watts. Please plan your electrical needs accordingly. Ex: If you have a 16 amp roaster, only that roaster can be plugged into that box/outlet. You cannot plug in any other item to that box. Please provide a list of all electrical devices and appliances that will be used at the event and their requirements.

The City of Dubuque has NEW event permit regulations, and any vendor using more than one extension cord between an outlet and a device is required to be inspected and approved by a licensed electrician. **Please alert Festival staff if your station will require inspection.**

Table Service: Provide all items necessary for serving including plates, utensils, napkins, etc. In keeping with DBQFest's "zero waste" efforts, special recognition will be given to vendors using compostable (paper) and recyclable tableware. **The use of styrofoam materials of any kind is strongly discouraged.**

Clean Up: Vendors are required to clean up their immediate area. Failure to clean up will result in a loss of invitation to vend at future DCFAS events. Your area will be checked by DBQFest staff at the completion of each night. Any cleanup violations will result in a loss of deposit.

Please observe the following rules to ensure a complete refund of your deposit:

- To prevent accidental spills from staining the concrete, causing other damage, or creating cleanup problems, vendors using grills, fryers or other potentially messy equipment or techniques should use cardboard, plywood or a tarp/drop-cloth under potentially problem equipment and/or prep areas.
- Potentially dangerous waste (hot coals, fryer oil, etc.) is the responsibility of the vendor and should be removed and/or properly disposed of off the premises. **Using storm drains to dump excess liquids or materials is NOT permitted.**
- Other wastes, including cardboard boxes, garbage bags, and other refuse **MUST BE DISPOSED OF IN THE DUMPSTER** located on 6th street. Leaving any waste outside of trash cans will result in the loss of a clean-up deposit.
- The City has asked that we refrain from using duct tape on the lampposts or concrete. Instead, use cable ties (a.k.a. zip ties) to secure extension cords to lampposts and run cords in the gutter, next to the curb to avoid a tripping hazard. If duct tape on concrete is necessary for safety, please remove all tape at cleanup.
- Note that any damage to the street, sidewalk, lamp posts, or other amenities by you or your crew could result in your being assessed for any necessary repairs as deemed necessary by DBQFest.

Generators: The use of generators must be approved by DBQFest Fine Arts Festival. With the small amount of electricity, this is recommended.

Handling Money: Vendors are responsible for all transactions and retain all sales proceeds.

Inclement Weather: In the event of inclement weather, DBQFest will notify each vendor as soon as possible if the event is to be moved, rescheduled, or canceled.

Relocating: Vendors will receive a map indicating the designated location at the beginning of the event. DBQFest reserves the right to relocate a vendor at any time. **Vendors will NOT dictate the location of their booth.** Festival staff will make every attempt to meet special location needs as long as they are communicated by the vendor in advance.

Beverages: DBQFest food vendors should serve non-alcoholic beverages. The Dubuque County Fine Arts Society will serve all alcoholic beverages. As a DBQFest vendor, you agree not to serve alcoholic beverages of any kind during all events. Carry-in of alcoholic beverages for private (vendor) consumption is prohibited. Any vendor/employee/volunteer observed violating this provision is subject to termination of vendor status and may be fined.

Parking: All streets and parking spots are to be used during setup or tear-down only. Food trailers may stay overnight, but towing vehicles must be moved for the duration of the event. It is suggested to park in nearby ramps or surface lots.