

# Vendor Application Instructions



Polk County Conservation allows for the use of public lands for the sale of goods and services, environmental enhancements, educational purposes, etc. subject to the following terms and conditions. The sale of goods and services include but are not limited to: food, beverage and novelty items less than \$10.00 each.

- I. Use of public managed lands for programs, services or other benefits may be allowed by permit.
- II. Sales of goods or services are allowed when in conjunction with a special event for a limited time period (timed athletic event, one-day special event, etc.). Any concession exceeding more than six events during a calendar year shall be negotiated in a separate agreement and approved by the Polk County Conservation Director or his designee.
- III. Temporary Concession Fees shall be established as follows:

<b>Number of Attendees/Participants</b>	<b>Fee</b>
Less than 500	\$25.00
500 - 999	\$100.00
1,000 - 1,999	\$150.00
2,000 - 2,999	\$175.00
3,000 - 3,999	\$200.00
4,000 - 4,999	\$225.00
5,000 - 5,999	\$250.00
6,000 - 6,999	\$275.00
7,000 - 7,999	\$300.00
8,000 - 8,999	\$325.00
9,000 - 9,999	\$350.00
10,000 +	\$375.00

- IV. Commercial harvest of or production of product for sale using publically owned or managed property is prohibited under this permitting process, however, special requests for commercial production of commodities may be evaluated and negotiated in a separate agreement and approved by the Polk County Conservation Director or his designee. Items may include but are not limited to wood, acorns, honey, etc. Such requests may require a competitive bidding process to ensure an equal and fair opportunity for all interested parties and may include the award of multiple permits.
- V. Interested parties shall complete the Vendor Application Permit Form for review and evaluation by Polk County Conservation regarding the validity of the request and determination of the type of permit required and associated fees subject to the nature of the request.

# Vendor Application Permit Form



## Event Information:

Event Name \_\_\_\_\_

Event Location \_\_\_\_\_

Event Contact: Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

## Vendor Information: *(Please print legibly)*

Business Name \_\_\_\_\_

Products/Services Offered \_\_\_\_\_  
*(Please provide a complete list of products/services and pricing that will be charged at this event. Provide a separate sheet if needed and include the name of the event and your business name.)*

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

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

## Your signature below indicates your agreement with the following policies:

- We shall only provide the products/services listed on this application or in the attachment which by this reference is a made a part hereof.
- All information, both written and verbal, will be presented in a way that does not denigrate any belief or lifestyle.
- Enclose payment of \$\_\_\_\_\_ made payable to Polk County Conservation for this right.

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

You can return this form electronically to Polk County Conservation at [PCCB\\_info@polkcountyiowa.gov](mailto:PCCB_info@polkcountyiowa.gov) or mail to:

Polk County Conservation  
11407 NW Jester Park Drive  
Granger, IA 50109

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Representative of Polk County Conservation

Map attached \_\_\_\_\_