

— D O W N T O W N —
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**FOOD CART VENDOR PACKET
INSTRUCTIONS & CHECKLIST**

Special Due Dates for Food Vendor Applications

Due on or Before: Friday, March 31, 2017

- _____ Vendor Application - (4) pages and Full Payment
- _____ Signed Hold Harmless Agreement

If selected for participation – The following items will be Due on or Before: April 28, 2017

- _____ Copy of Insurance Policy (see requirements)
- _____ NV County Dept. of Environmental Health Paperwork
- _____ Copy of CA Sellers Permit

All required information must be included in application, regardless of past participation.

Return completed forms and payment by:

MAIL:
TDMA | P.O. Box 1356 | Truckee, CA 96160

FAX: (530) 903-5778

EMAIL: info@truckeethursdays.com

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**2017 APPLICATION FOR VENDOR SPACE
 FOOD CART VENDOR
 June 8 – August 17, 2017**

APPLICATION DEADLINE: FRIDAY, MARCH 31, 2017

VENDOR INFO:

Name of Business: _____ Date of Application: _____

Owner/Mgr: _____ Cell Phone: _____

Physical Address of Restaurant or Commissary Kitchen: _____

Mailing Address: _____

Email Address: _____ Fax Number: _____

LICENSING & PERMITS:

NV County Health Dept. Registration #: _____

Insurance Policy Name: _____ Policy# _____

CA Sellers # (mandatory): _____ Copy of Certificate Must be Attached

All vendors must have a California Sellers Permit and it must be in plain view at all times during the event.

- A food vendor is designated as a FOOD CART if they are: (1) utilizing only one 10x10 space; (2) operate from a pre-manufactured vending cart; and (3) serve quick serve type items that would not be considered a full meal such as cotton candy, popcorn, lemonade.
- Food Vendors must commit to the season and participate all eleven (11) weeks of the event.
- Any food vendor who “no shows” to an event will no longer be allowed to participate in the event
- To be considered for participation in event, complete vendor application and Hold Harmless form must be turned in on or before the deadline posted on cover sheet of packet. **Note: Prior participants of the event must complete the application in full – please do not reference prior year’s information.**
- Insurance Requirements: Certificate of Insurance and endorsement naming the Truckee Downtown Merchants Association as additional insured.
- Applicant will be notified by Event Manager of Acceptance status approx. two weeks after application deadline.
- If selected, applicants’ acceptance is conditional upon providing the following documents on or before the due date outlined on vendor packet cover sheet: (1) NV County Health Department forms; (2) Insurance; and (3) Copy of CA Resellers Permit. Failure to submit required documents by due date may result in loss of vendor space.
- Insurance Requirements: Certificate of Insurance and endorsement naming the Truckee Downtown Merchants Association as additional insured.
- Applications received after the due date will be put on a wait list and considered on a space available basis.
- Food Vendors must be registered with and meet all NV County Health Dept. Rules and Regulations throughout the course of the event.

To be completed by Event Manager:

Date Application Received: _____

- | | | |
|---|---|---|
| <input type="checkbox"/> Complete Signed Application & Full Payment | <input type="checkbox"/> Proposed Menu | <input type="checkbox"/> Copy of CA Resale Number |
| <input type="checkbox"/> Hold Harmless Agreement | <input type="checkbox"/> Health Dept. Paperwork | <input type="checkbox"/> Insurance Policy |

BOOTH STATISTICS:

Booth Specs:

Type of Booth: Truck Trailer Tented Only

Location of Service Window: *(Truck/Trailer only)*

Drivers Side Passenger Side Rear

Total Space Needed:

Provide the exact measurements of space needed, including truck/trailer, hitch, and any equipment or selling space:

_____ (ft.)

Electricity:

Electricity supply is limited and **will not be guaranteed at the event.** Please supply the following information in order to help us determine your electrical needs:

Type of Equipment	Electricity Required

- Please bring your own heavy duty (12 or 14 gauge) extension cord with a minimum length of 100 feet. You must also provide a cord protector or mat to cover any exposed cords.
- IF electricity cannot be provided by the event, Whisper Quiet Generators only will be allowed.

Proposed Menu:

List the items you want to sell at the event. Be specific as to description of item and list projected selling prices. Any changes in menu must be submitted in advance, in writing, and approved by the committee.

Menu Item & Description	Selling Price
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

PAYMENT INFORMATION:

Food Cart Fees:

Vendor Fee(s) \$100 / 10'x10' space /week x (11) weeks	\$1100.00
Health Department & Permit Fees	\$ 35.00
Food Court Common Area Maintenance	\$ 150.00
Total Fees Due:	\$ 1285.00

Full Payment must accompany application – If accepted, payment will be processed May 15, 2017

Payment can be made as follows:

Check made Payable to the Truckee Downtown Merchants Association OR **Credit Card** (fill out below)

_____	_____	_____	_____
Visa/Master Card Number	Expiration Date	CVV Code	Amount Paid
_____	_____	_____	_____
Name on Credit Card	Billing Address		

- Payment must be submitted with application. If vendor is selected for participation, payment will be processed on May 15, 2015. If not selected, payment will be returned.
- Space is allocated and charged per 10'x10' section; any space used beyond the first 10'x10' area will be charged on a half space increment (i.e. 1, 1 ½, 2, 2 ½,)
- Rain/Weather Policy: If Event is delayed, postponed, or cancelled on the day of the event NO refunds or credits will be given.
- Food vendors must provide Certificate of insurance and name the Truckee Downtown Merchants Association and the Town of Truckee as Additionally Insured.
- All vendors shall indemnify and hold harmless the TDMA and its agents from and against any damages, claims and expenses related to the actions of the Vendor or other Vendors participating in the event.

Event Guidelines:

Vendors will be provided detailed instructions outlining logistics of the Event from the Event Manager prior to the first event with weekly updates throughout the summer. The following guidelines are included in or in addition to those procedures:

- Food vendors must provide trash and/or recycling containers for their own use and removed by the vendor at end of event.
- The use of drop cloths or other means of ensuring no oil stains is required.
- Tents must be properly secured with sand bags or weights.
- Vendors are responsible for clean-up of booth space at the end of the day.
- Any oil or other products used to cook or prepare food at the event must be responsibly disposed of (in sealed containers, if appropriate). Vendors will be responsible for any costs incurred to clean up spills or other damage at the site. Failure to clean up booth space(s) may result in additional fees and being banned from participating in the event.
- Load in time for food vendors will vary according to location and type of trailer. Detailed load in instructions will be sent from the event manager prior to the start of the event. If separate vehicle is attached, do not leave vehicle parked in event area while you are setting up.
- Vendors will NOT be allowed to enter the event area after 4:30 PM.

- Do not unload your goods on the sidewalk or other areas prior to your load in time. Do NOT occupy downtown parking spots located in event area prior to street closure. Vendors who violate these guidelines may be subject to penalty or may not be able to participate in future event dates.
 - Vehicles are not allowed back on street and load out does not begin until deemed safe by Event Staff.
 - Vendors must stay open throughout the entire event and cannot load out early.
 - Food Vendors must have enough food to sell until the end of the event. Closing up before the end of event is prohibited.
 - Vendor shall indemnify and hold harmless the TDMA and its agents from and against any damages, claims and expenses related to the actions of the Exhibitor in the course of participation in this event. Submission of application constitutes your acceptance of the terms and guidelines outlined above.
 - Vendor is responsible for the payment of all local, state and federal taxes as required by law. Vendors are required to provide and display their CA State Board of Equalization Resellers Permit # and pay sales tax on all applicable sales. www.boe.ca.gov/info/reg.html.
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ACKNOWLEDGEMENT AND CONSENT

By signing this document: (1) I authorize Truckee Thursdays to run my credit card or process payment for vendor booth space; (2) I acknowledge that I have read pages 1, 2, and 3 of the application and that I understand and agree to all of the guidelines outlined in this application, and (3) I agree that I have read the Truckee Thursdays **RULES & REGULATIONS** contained in separate document (available on website or upon request) and agree to all of the terms contained therein.

Name of Vendor

Signature of Vendor Applicant

Date

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HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

I, _____, shall save, keep and hold harmless Truckee Downtown Merchants Association, The Town of Truckee, it's officers, agents, employees, and volunteers from all damages, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury, or weather, received by any reason or in the course of the Truckee Thursdays Event which may be occasioned by any willful or negligent act of my business, employees, agents or assigns.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

I, _____, warrant that I have the authority to bind the below listed organization or business to this Special Event Hold Harmless and Indemnification Agreement and by my signature hereon do so bind this organization or business.

Printed Name of Authorized Representative

Signature

Address for Authorized Rep: _____

Phone Number: _____