

— D O W N T O W N —
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**FULL SERVICE FOOD 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 Resale Certificate

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

Return completed forms and payment by:

MAIL:

TDMA | PO Box 1356 | Truckee, CA 96160

FAX: (530) 903-5778

EMAIL: info@truckeethursdays.com

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**2017 APPLICATION FOR VENDOR SPACE
FULL SERVICE FOOD VENDOR**

June 8 – August 17, 2017

APPLICATION DEADLINE: FRIDAY, MARCH 31ST, 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 FULL SERVICE FOOD VENDOR if they are: (1) preparing and serving food on-site; (2) typically utilizing more than one 10x10 space; and (3) offering menu item(s) that would be considered a full meal.**
- 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.**
- There is a limited amount of space allocated for food vendors. If there are more applicants than space available, the committee will implement the selection process outlined in the Truckee Thursdays Rules and Regulations for all applications submitted by due date.
- Applicant will be notified by Event Manager of Acceptance status approx. two weeks after application deadline.
- If selected, applicant’s acceptance is conditional upon providing the following documents on or before the due date outlined on vendor cover sheet: (1) NV County Health Department forms; (2) Insurance; and (3) Copy of CA Sellers 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: _____

Complete Signed Application & Full Payment

Proposed Menu

Copy of CA Resale Number

Hold Harmless Agreement

Health Dept. Paperwork

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:

Booth space is allocated and charged per 10'x10' section and charged half-space (5') intervals. In order to calculate total booth space, please provide the **exact** measurement of space needed, including truck/trailer, hitch, and any equipment or selling space:

_____ (ft.) **Booth Space Required:** _____
 (Example: 22' 4" Booth Space = 2.5 spaces)

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.
- Full Service Food Vendors must provide a minimum 5-pound fire extinguisher.

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
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

- 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 Sellers 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: _____