

Martinsburg Food Truck Festival

Food vendor application

Morrison Cove Memorial Park, 201 S. Walnut St. Martinsburg, Pa. 16662

Aug. 25, 2018 10-6pm

Return Page 1. Make a copy for your records. Keep rules on file.

Name _____

Food Truck business name _____

Address _____

Phone _____ Email _____

Web address _____

List of menu items with pricing you are selling:

Checks payable and mail to: Miller Promotions, 248 Allison Ave., Pittsburgh, Pa. 15202

Vendor price: \$100 _____

Bonus: FREE vendor space offered for the first (11) food trucks.

If applicable: \$25 for electric _____

Total submitted: _____

Check appropriate box:

() Checks enclosed (payable to Miller Promotions)

() Send virtual invoice to my email address _____

() Please charge my credit card (Visa/Mastercard/Discover) Receipt will be sent to your email address.

_____ ExpirationDate _____ Credit Card Code (CVV/CVC) _____

Billing zip code _____

Signature _____ Date _____

Keep pages 2-5

TYPE OF VENDOR

Note: EVENT reserves the right to not accept vendor menu that directly competes with another vendor

Food Trucks offer fast festival food that is prepared within their truck. All operations stay within the truck.

Food Vendors prepare and sell food from a 10x10 pop up tent. Operations cannot extend off the sides of the booth.

BEVERAGE RULES:

- All food trucks and food vendors may sell any non-alcoholic beverages. All drinks and pricing must be included on menu submitted with application. **Water sales are exclusive to the event.**

CERTIFICATE OF INSURANCE:

Provide a certificate of liability insurance for \$1,000,000 naming as Additional Insured: Susan Miller D.B.A Miller Promotions (include date of festival).

ELECTRICITY:

- Electric needs must not exceed 110volts/15amps; YOU MUST REQUEST ELECTRICAL ACCESS AT TIME OF APPLICATION to receive it. Vendors are permitted to use quiet generators.
- Food trucks and food vendors will pay for additional electricity if needed, and will tape all electrical cords down and maintain their secure taping during the festival.
- Food Snack & Food Trucks Vendors will supply electrical cords with covers if stretched across a walkway.

PAYMENTS & FEES:

- **Flat Fee** – fee you pay for your space at the festival. \$100 per space. \$25 per 110 volt outlet.
- **\$100 cancellation fee for food trucks that secured the FREE space.**
- \$35 fee will be assessed for any checks with insufficient funds or returned for any reason
- Failure to submit payments on time may forfeit your space in this festival.
- Spaces are sold on a first come first paid basis.

- Payment options: check, pay by phone, virtual invoice, credit card, online payment

CANCELLATION FEES: \$100

- **THIS ONLY APPLIES TO FOOD TRUCKS THAT HAVE SECURED A FREE SPACE.** Our marketing team will market each vendor. Miller Promotions invests a great deal of time and money to market each vendor. This fee will be charged by any food truck vendor that has secured a FREE booth, and they cancel and does not show up for the event. This fee will cover the time and money invest to market that vendor. Your signed applications gives acknowledgement of this charge.

FIRE EXTINGUISHERS:

- All food trucks and food vendors deep frying must have CURRENT K-Type fire extinguishers with current service tags.
- Food trucks and food vendors that are not frying, must have a minimum of one, 2A:20BC and one K rated fire extinguisher.

FOOD TRUCKS

- Food Trucks must have a minimum of one, 2A:20BC and one K rated fire extinguisher.
- A maximum of two LP gas containers with a total aggregate water capacity of 25 gallons is permitted on a single food truck.

HEALTH PERMIT:

- All food trucks and food vendors must apply and be approved for a Temporary Food Service Establishment Permit for Martinsburg. Temporary Food Service Establishment Permit must be obtained by Vendor prior to set-up at EVENT. All Food trucks and food vendors MUST DISPLAY a SERVE SAFE CERTIFICATION. A copy of this certification must be given to the promoter prior to set up. Vendors will not be able to set up, if the promoter does not have the certification on file.

Load-in & SET-UP:

- Food trucks and food vendors are required to check-in at festival registration location prior to loading-in and setting up. Festival Registration information will be provided via email no later than the Monday prior to the festival. Without proper hang-tag credentials Vendors will not be allowed to access festival grounds to set-up.

- Copy of Serve Safe Certification is required at check in.. Check-in is at 6:30 p.m. Fri night, or 8:00 a.m. Sat morning.
- Booths must be set-up by 9:30 a.m., open by 10:00 a.m. and remain open until 5:30 p.m.
- Food trucks and food vendors must claim their assigned booth space no later than 9:00 a.m. on Saturday morning or it will be forfeited.
- Food trucks and food vendors must be present and open for business during ALL festival hours.

MENU:

- Food trucks and food vendors are allowed to sell only menu items that were submitted during EVENT application process and approved during the selection process. Additional menu items not approved during the selection process need prior written approval from EVENT before they are eligible for sale.
- Prices of menu items are approved during the selection process. Changes to menu pricing are not allowed without prior written approval by the Selection Committee

PHOTOGRAPHY & PROMOTION:

- Food trucks and food vendors agree to allow use of video and photography taken by Festival organizers at the event for promotional purposes.
- Any photos taken by the event are the property of the Festival.

PROPANE TANKS:

All vendors with propane tanks are required to bring all necessary equipment to properly secure them.

SAFETY & SECURITY:

- Applicants shall sell and serve food at their own risk.
- Applicants must obey all pertinent safety codes and laws, including, but not limited to, fire, safety and parking regulations.
- EVENT reserves the right to shut down any vendors not meeting cleanliness and food storage safety codes and laws.
- Canopy tents must be fire retardant; open flames must be located a minimum of 10' away from all canopy materials.

- All canopies, tents and other temporary structures must be weighted before you are permitted to open, with the equivalent of 40 pounds per pole minimum. Booths may not open until properly weighted. Festival may shut you down for not having proper weights.

SPACE:

- Food trucks and food vendors will abide by EVENT staff requirements regarding location(s). EVENT reserves the right to change a vendor location at any time.
- Food trucks and food vendors will provide all required equipment for operations and sales.
- Food trucks and food vendors A frame signs cannot extend further than 3 feet from façade of booth. Food trucks and food vendors are liable for any injury or damage caused by signs.
- Any food vendors that fry must be in a food truck only. Food vendors with a pop-up tent are NOT permitted to fry.

WASTE:

- No grease or gray water disposal is available.
- No water provided by EVENT
- Food Snack & Food Trucks Vendors are responsible for removing debris and ensuring the general cleanliness of the area

WEATHER:

- The Martinsburg Food Truck Festival will take place rain or shine. Applicants agree to be present despite weather conditions. Each participant is responsible for prepare their displays to withstand weather fluctuations including rain and wind.

Legal

FOOD TRUCKS AND FOOD VENDORS ARE INDEPENDENT CONTRACTORS:

Food trucks and food vendors execute this Agreement as independent contractors and shall at all times have complete supervision, direction, and control over the services to fulfill requirements. Vendors execute this agreement as independent contractors, not as an employee of EVENT. Vendors will assume responsibility for appropriate payment of payroll taxes and charges under applicable federal and local law. Vendors agree to take complete responsibility for paying the appropriate federal and state taxes as independent contractors.