

2019 Minot Food Truck Festival

FOOD TRUCK & FOOD STAND VENDOR PACKET

Sunday - August 18, 2019

Hosting Organization: **ND Strong**

Time: 11:00 AM – 8:00 PM

ABOUT THE EVENT: This will be the 3rd annual food truck event in Minot, N.D. scheduled on Sunday, August 18, 11:00 A.M. — 8:00 P.M. We plan on having a wide variety of food trucks and stands, entertainment, and fun for the whole family.

CONTACT INFORMATION:

Organization: ND Strong

Primary Contact: Amy Jenkins (701) 721-9068

Secondary Contact: Eric Thoemke (701) 721-0001

Email: minotfoodtruckfestival@gmail.com

NDstrong
PO BOX 1614
Minot, ND 58702

LOCATION: The Minot Food Truck Festival will take place at Oak Park at 1300 4th Ave NW, Minot, ND 58703. In the event of adverse weather, the festival will be moved to the Minot Municipal Auditorium, 420 3rd Ave SW, Minot, ND 58701.

SECURE YOUR SPOT: Submittal of application and fee does not guarantee participation. Acceptance into this event is based on the date and time of application submission, diversity of vendors, and payment. Special consideration will be given to those food trucks and stands that have previously participated and are in good standing. All applicants will receive a confirmation email indicating whether they have been approved to participate in Minot's Food Truck Festival. IF you are not accepted, your application and fee will be sent back to you.

Applications must include a copy of permits.

PAYMENT & FEES: The vendor payment of \$200 must be received with the application. All checks are to be made payable to **ND Strong**. Payment and application should be mailed to contact listed above. No refunds will be given unless an application is rejected. No food truck or food stand will be considered without payment.

There are no sales fees on top of your deposit after the event. However, you **MUST** submit the total of sales to ND Strong for tax purposes. You will receive a form prior to the event for the purpose of reporting sales. This form must be submitted prior to leaving the event grounds.

ALL FOOD TRUCKS & STANDS MUST OBTAIN THE REQUIRED PERMITS

HEALTH DEPARTMENT PERMITS REQUIRED: By filling out this application, you are agreeing to have the appropriate First District Health Department Permits. All food vendors must obtain the required permits from the First District Health Unit prior to the event. All permits will need to be shown the day of the event.

It is the vendor's responsibility to acquire all needed City, County and State permits.

It is also up to the vendor to make sure that all First District Health Unit applications and payments are submitted to the First District Health Unit and must be received 14 days prior to the event, avoiding any late fees. For more information please contact Jake Windsor (701)-721-1709.

Any vendor who is found out of compliance with these permits/regulations on the day of the event will not be allowed to participate in the food truck festival and will forfeit all fees paid to ND Strong. A copy of the temporary food permit will be required prior to your on-site arrival.

CITY OF MINOT FIRE DEPARTMENT:

It is the responsibility of the food truck or vendor to be in compliance with city fire codes.

Oak Park is a smoke free zone. Please refrain from smoking on the property of the Park District.

Minot's local fire department is: Minot Fire Department Station, 2111 10th Street SW Minot, ND 58702.

INSURANCE: All vendors' must provide ND Strong with a Certificate of Insurance, naming ND Strong as additionally insured. It must be placed on the food truck where it can be seen by the general public. The insurance certificate must be in the amount of \$1,000,000.00 and should have the following address listed on it:

ND Strong | PO BOX 1614 | Minot, ND 58702

MARKETING: If you have photos of your food truck, menu items or business logo that you would like used for marketing purposes, please e-mail them to minotfoodtruckfestival@gmail.com and your menu options. These photos and menus will be used to advertise your truck and the festival prior to the event.

MENUS: It is highly recommended that each vendor provide a "taste" sampler that is no more than \$5.00 per serving. This allows the public the opportunity to try more foods which in turn provides each and every one more business.

LOAD IN | LOAD OUT: Event load in for the food truck festival will depend upon the size, location and specific needs of each vendor. ND Strong will be on site starting at 7:00 AM to start parking food trucks. You will be emailed or texted a load-in time prior to the event. Vendors must be set-up and ready to serve food by 11:00 AM – NO EXCEPTIONS.

In order to ensure a safe exit of participants and food trucks, vendors will not be allowed to pack up and leave prior to 8:00PM. Mobile Food vendors must wait until the public has cleared from the event area before leaving the event area. All equipment, trucks, etc. must be removed that evening, NO EXCEPTIONS.

Employees working in your truck or at your stand on the day of the event will receive a wristband for free admittance. Vendors will be allowed a maximum of six free wristbands.

POWER NEEDS: All vendors must be self-sufficient. ND Strong will **not** provide a generator. ND Strong is not responsible for a lack of power or power shortages. Depending on your placement, there may be 110V available.

SPACE ASSIGNMENTS: Considerations will be based on competing food categories, previous festival participation, and time of submission of the application.

GROUND SURFACE & WEATHER: The Minot Food Truck Festival is an outdoor event that utilizes a paved parking lot/road for setup. There may be some areas in the

parking lot/road that are not level so please bring truck levels just in case. Weight all tents, no staking allowed. If you plan on putting a tent up please make sure that all tents have a 25lb. weight on each leg for safety in case of windy weather. Tents used for any sort of cooking purpose must be fire retardant with the inspection sticker.

NOTE: The Minot Food Truck Festival will take place rain or shine so please be prepared for any kind of weather.

TRASH/GARBAGE: It is each vendor's responsibility to remove all event related trash from their area. This includes items inside your truck. ND Strong will be responsible for providing garbage and recycling receptacles around the "specified" eating areas.

2019 Minot Food Truck Festival FOOD Truck & Stand Vendor Agreement

Name of VENDOR: _____

Physical Address: _____

E-Mail: _____

Mailing Address: _____

Contact Person: _____

Phone: _____

Date of Event: Sunday, August 18th, 11 A.M. - 8 P.M.

Specialty Food/Drink Classification: _____

Please check the following:

- This application is for a **FOOD TRUCK**

Length: _____ Height: _____

Serving Window: Driver Side _____ Passenger Side _____

- This application is for a **FOOD STAND**

Length: _____ Height: _____ Width: _____

Due to the overwhelming success of this event, we ask that *each food truck provide a \$5 dollar "Taste" item*, so attendees can visit multiple food trucks or stands. PLEASE LIST YOUR TASTE ITEM YOU WILL BE PROVIDING IF YOU CHOOSE TO DO THIS:

PLEASE MAKE SURE THE FOLLOWING ITEMS ARE ATTACHED INCLUDED WITH APPLICATION:

- Vendor Fee: \$200 - **must be included with your application in order to be accepted.**
- Permit(s)
- Insurance coverage
- Logo (may be submitted digitally)
- App
- Menu (may be submitted digitally)
- Photos (may be submitted digitally)

SET-UP:

- LOCATION: OAK PARK, 11th to 14th Block of 4th Ave NW.
- All vendors are responsible for being set-up by 10:45 at the latest
- Set-up area assigned by NDstrong
- All vendors must provide their own extension cords as needed
- Parking allowed only in designated Food truck area
- All food truck and food stand vendors are subject to a **First District Health Dept.** inspection prior to the event. This inspection will be conducted by a representative of the First District Health Department and is not affiliated with ND Strong or the Minot Food Truck Festival.

Please initial each of the following items indicating that you understand and agree:

_____ I have a Truck or Stand that has a **current** City of Minot Business License to sell food.

_____ I will bring my own generator and understand that one will not be provided.

_____ *I understand I must include a picture of my food truck or stand in my application or submit one digitally when I send the application*, so that ND Strong can promote/market your food truck. This could include: a picture of your food truck, a menu, and/or pictures of your food.

I UNDERSTAND AND AGREE TO ALL OF THE TERMS AND CONDITIONS FOR PARTICIPATING IN THE MINOT FOOD TRUCK FESTIVAL.

VENDOR signature: _____ Date: _____

Please sign, make a copy for your own records, and return the original copy to ND Strong by **July 15th, 2019.**

PLEASE MAKE CHECKS OR MONEY ORDERS PAYABLE TO:

ND Strong
PO BOX 1614
Minot, ND 58702