

Dear Food Vendors:

Thank you for your interest in the 1st annual Flagstaff Food Truck Festival. Enclosed is the application to participate in the event. In order to be considered, your application must be completed before 5PM on July 16. If chosen to be a part of the festival, please note that you will be required to participate for the entirety of the event (11am-5pm), so please plan accordingly as we are anticipating 5000+ people to attend the festival!

After you have submitted a completed application, along with the other required materials, the applications will be reviewed. Since space will be limited, we may not be able to accommodate everyone. Incomplete applications will not be considered, so please make sure to read the directions carefully. Once the applications have been reviewed, contracts will be sent out to vendors that meet the stated requirements (see next page for more information).

Vendors chosen for contracts will be expected to arrive by an assigned time. Failure to do so may result in forfeiture of reserved space. During and after the event each vendor will be expected to provide their own equipment and to monitor the cleanliness of their assigned area. If a food vendor space is not cleaned thoroughly after the event, the vendors will be billed directly for all cleaning costs and banned from all future City of Flagstaff events.

This is a rain or shine event. As you know, Flagstaff weather can be unpredictable. The event will carry on unless safety (lightning) becomes a concern.

We look forward to working with you!



Flagstaff

FOOD TRUCK FESTIVAL



August 26th

11am to 5pm in the City Hall Parking Lot

Applications **WILL NOT** be accepted without the following:

- _____ Completed and signed application.
- _____ Current photo of food truck/booth.
- _____ Certificate of insurance naming the City of Flagstaff (211 W Aspen Ave) as additional insured, valid for event date. This **MUST** be accompanied by an appropriate endorsement. The Certificate of Insurance **will not** be accepted without an endorsement.
- _____ Copy of Arizona Sales Tax Permit with authorization to sell in Flagstaff location.
- _____ Proof of Coconino County Food Service License.
- _____ Ability to meet all City of Flagstaff Fire Code Requirements.

APPLICATIONS MUST BE RECEIVED BEFORE 5PM ON JULY 16, 2017

FLAGSTAFF FOOD TRUCK FESTIVAL

Thank you for your interest in being a food vendor at the first ever Flagstaff Food Truck Festival. The following is a list of questions that will help you decide if you are interested in participating as a vendor at the festival.

1. What are the dates and times of the event?

The Flagstaff Food Truck Festival will take place on Saturday, August 26, 2017. The event will start at 11am and last until 5pm. Vendors are expected to arrive by 8:30am and will not be allowed to tear down before 5:15pm. This means that you will be selling food consistently for six (6) hours. Please plan accordingly.

2. How much does it cost to reserve a vendor space?

The only cost required to reserve a vendor spot if chosen to be a part of the event is a \$50 fee, which will be used to cover the cost of portable restrooms, tables/chairs, music, etc.

3. What size are the vendor spaces?

Vendor spaces will be determined on a case-by-case basis and will depend upon food truck/booth dimensions and serving window locations.

4. Are there any restrictions on what items can be sold?

We will require a list of at most seven (7) menu items that vendors plan to sell. This menu must include at least one sample item to be priced at no more than \$5.

City of Flagstaff

Food Truck Festival Application

Application is due no later than Sunday, July 16, 2017

Business Name: _____

Owner/Contact Name: _____

Address: _____ City/State/Zip Code: _____

Phone Number: _____ Email: _____

State of Arizona Transaction Privilege (Sales) Tax ID: _____

Applicant Must Enclose:

- ◇ Items you would like to sell must be listed and/or enclosed with the application. Please be specific and include prices.
- ◇ Minimum of one current photo of your food truck/booth.
- ◇ List of all events participated in within the past six months.
- ◇ Certificate of insurance and endorsement.
- ◇ Coconino County Food Service License.
- ◇ Dimensions of food truck/booth.
- ◇ Current photo of food truck/booth

Food and Drink Menu

Every item you would like to sell must be listed and/or enclosed with your application. Each item must include price. The menu must also include your \$5 sample item(s).

If additional room is needed, please attach a separate sheet.

Item	Price

Note:

- Only the products approved in your contract will be authorized to be sold. **ABSOLUTLY NO** items may be added after the contract has been executed.
- In the event a contract is issued to you, the location of your booth will be determined for you. Locations are subject to change.

Truck Dimensions:

Total length of stand with hitch and awnings extended: _____

Total depth of stand including counters: _____

Is your hitch removable? Yes No

NOTE: Area must include total size (awnings, counters, etc.).

Use the space below to sketch your food truck. Please indicate the size and location of trailer hitch, sales windows, counters, awnings and storage areas.

Incorrect information may result in your truck/trailer being displaced or relocated.

***There are NO electrical connections available for use at the venue. Please include generator size and placement in diagram above.**

Applicant Signature: _____ **Date:** _____

Title: _____

To submit application:

Email application to Claire Harper

CHARPER@FLAGSTAFFAZ.GOV

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