

Food Truck/Vendor Application



Location: Food Truck Square, 1237 Westport Rd., Burns Harbor, IN 46304

Date/Time: Season Starts July 29th and will take place on Fridays, Saturdays, and Sundays until October 2nd.

About: The 1st Annual Season brings together two great loves for many: The Community and Food. The Food Truck Square will feature an array of food trucks that will help satisfy virtually any craving. The food truck square will operate at least once a week through October upon availability of food truck vendors.

Vendor Fees: One-time fee of \$50 for the season. Application, menu, and fee along with desired available dates must be received by no later than 7 business days before the first applied date. Vendors are required to apply for a minimum of 4 dates of the season. All fees and deposits are nonrefundable 7 business days before the first applied date.

Food Truck/Vendor Application Acceptance Policy: Confirmation for the Food Truck Square is based on the date and time of application submissions AND payment. Additionally, for food trucks, we will take your menu into account when we receive your completed application as our goal is to bring local food vendors/food trucks to the forefront to provide a unique experience for attendees by ensuring variety. While we are unable to guarantee there will not be competing vendors, we will take this into consideration as we receive vendor applications. Burns Harbor Food Truck Square reserves the right to turn down applications (and return fees) based on the number of applications received and overall variety of applications. Vendor Fee is due and payable at the time the contract is returned to Event Management for consideration of acceptance. Vendor understands that once accepted, the fee is non-refundable (provided Vendor is accepted) and that the event is held rain or shine. The Fee entitles Vendor to the space at the event. The Event Management will supply no tables, chairs, tents, etc.

Proceeds: Food trucks and vendors keep **100%** of their proceeds for sales on the day of the applied event/s.

Set-up, Hours, Teardown: Food Trucks/Vendors may begin to arrive as early as 4 hours before the scheduled event/s. All set-up must be completed by no later than one hour before the scheduled events begin. We expect the Food Truck Square to be busy with entertainment, eating, & fun continuing until the end. All food trucks/vendors are required to remain open until the end of each event day, unless otherwise specified. There will be NO teardown prior to then.

On-site Resources: Electric is offered at the Food Truck Square. If vendor has special electrical needs they are required to provide a description of such needs in the space provided. Vendor acknowledges that, although the Food Truck Square will make reasonable efforts, the Food Truck Square is not required to accommodate all special electrical power requests. An additional fee may apply for electrical support.

Merchant Certificate, Insurance: Food trucks must provide the Burns Harbor RDC with a copy of their **Registered Retail Merchant Certificate** no later than one week prior to the first applied event by the vendor. In addition, Food

Trucks must also provide an **Insurance Certificate** naming the Town of Burns Harbor and the Redevelopment Commission as additionally insureds subject to a combined single limit of at least \$1,000,000 (one million dollars) each occurrence and \$1,000,000 (one million dollars) in the aggregate for bodily injury and property damage with regard to use at Food Truck Square.

Temporary Food Service License: Food trucks must also provide the Town of Burns Harbor with all paperwork per the State of Indiana and Porter County Health Departments guidelines one week prior to the first applied event by the vendor. Food Trucks will likely be limited to no more than five (5) and applications will be reviewed on a first-come, first-served basis. The Burns Harbor Food Truck Square will be promoting all participating Food Trucks as well as Breweries participating in the event. **Please forward, via email, your logo that may be displayed at the event as well as on our website and social media.**

Additional Food Truck/Vendor Information and Guidelines

- Food Trucks and Vendors will be provided spaces based upon their order of arrival. Food trucks and Vendors must plan on being there for the entirety of the event (unless otherwise specified).
- The event will be held rain or shine. The Burns Harbor Food Truck Square reserves the right to relocate food trucks/vendors to another area if weather conditions prevent access to the field.
- Food safety is a primary concern. If you have any questions as to what needs to be done so you can operate, please call.
- Post all prices for items at your food truck or vendor space.
- Please keep your area clean and do not throw trash in areas designated to patrons, next to or behind your area. The trash containers provided on the site are for the attendees, do not stuff those containers with boxes or other large items. Use the boxes to store trash in until the event is over, if necessary.
- No Food Truck or Vendor may produce or sell any merchandise, apparel or promotional items with the Burns Harbor Food Truck Square logo or wording without prior consent.
- Food trucks/vendors are **NOT ALLOWED** to sell **ANY** alcoholic beverages at an event unless the event is organized for the sale of alcohol.

Please Email, Mail, or Drop-off your completed Application to:

Burns Harbor Food Truck Square

ATTN: Marcus Rogala

1240 North Boo Road, Burns Harbor, IN 46304

email: mrogala@burnsharbor-in.gov

Questions? Please call (Marcus Rogala) at (219)406-3272 or by email: mrogala@burnsharbor-in.gov



Yes, we would like to be a participating food truck/vendor at the 2016 Burns Harbor Food Truck Square. Our application and fees are enclosed.

Food Truck/Vendor Name: _____

Contact Person: _____

Phone: (_____) _____ Email: _____

Address: _____

City/Town _____ ST _____ Zip _____

Website: _____

Date/s Applying For: _____

Type of Set-up (circle one):

Electrical Service Required:

Truck Trailer Cart Tent Other _____

Food Trucks Only:

Type of Food/Theme: _____

Please provide a names and short description of your foods/beverages or attach a menu along with your application.

Yes, I am applying as a food truck or vendor for the Burns Harbor Food Truck Square. I have read and understand the event information, agree to comply with the requirements and have enclosed the payment for the applicable fees. I agree to accept all responsibility for any personal injury, property damage, loss or other harm suffered by myself or otherwise due to my participation in the event. Further, I shall indemnify and hold harmless the Town of Burns Harbor, Redevelopment Commission, and the Food Truck Square against all suits, claims, demands and losses including costs, expenses and attorney's fees incurred as a result of any action or omission, neglect or misconduct of the Food Truck/Vendor. Failure to abide by all the rules/regulations of the Food Truck Square may result in the cancellation of future Food Truck/Vendor booking and the forfeiture of any application fees paid.

Signature _____

Date: _____