

# TRUCKEE THURSDAYS

SUMMER STREET FESTIVAL

## FULL-SERVICE FOOD VENDOR PACKET INSTRUCTIONS & CHECKLIST **June 20th - August 15th, 2024**

Due on or Before: Friday, March 31, 2024

- \_\_\_\_\_ Vendor Application
- \_\_\_\_\_ Signed Hold Harmless Agreement
- \_\_\_\_\_ Signed Rules and Regulations Agreement
- \_\_\_\_\_ Copy of CA Resale Permit

If application is approved, the following items will be Due on or Before: April 28, 2024

- \_\_\_\_\_ Copy of Insurance Policy (see requirements)
- \_\_\_\_\_ NV County Dept. of Environmental Health Paperwork

**Return completed forms and payment by:**

**EMAIL: [info@truckeethursdays.com](mailto:info@truckeethursdays.com)**

2024 APPLICATION FOR VENDOR SPACE  
FULL-SERVICE FOOD VENDOR  
June 20th – August 15th, 2024

VENDOR INFO:

Name of Business: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Owner/Mgr: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Physical Address of Restaurant or Commissary Kitchen: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

LICENSING & PERMITS:

CA Sellers Permit # (mandatory): \_\_\_\_\_ Copy of Certificate must be attached

Nevada County Dept. of Environmental Health: Facility ID # FA \_\_\_\_\_ Permit# PR \_\_\_\_\_

Insurance Policy Name: \_\_\_\_\_ Policy# \_\_\_\_\_

Note: All Food Vendors must submit Certificates of Liability naming the Truckee Downtown Merchants Associations as additional insured.

- Full application must be submitted by the due dates on the cover page to vendor packet.
- Food Vendors must commit to a full season and participate all 8 weeks of the event.
- Food Vendors must be registered with and meet all NV County Health Dept. Rules and Regulations throughout the course of the event.
- Insurance Requirements: Must Provide a Certificate of Insurance naming the Truckee Downtown Merchants Association as additional insured.
- Applicants will be notified by the Event Manager of Acceptance status two weeks after the application deadline.
- If selected, acceptance is conditional upon providing the following documents on or before the due date outlined on vendor packet cover sheet: (1) NV County Health Department forms; (2) Insurance; and (3) Copy of CA Resellers Permit. Failure to submit required documents by the due date may result in loss of vendor space.
- Applications received after the due date (or incomplete applications) will be put on a waitlist and considered on a space available basis. Note: if you have participated in prior years events, you must still complete the full application - we do not save information from prior years.

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**To be completed by Truckee Thursdays Event Manager:**

Date Application Received: \_\_\_\_\_

Complete Signed Application (must include full proposed menu)

Copy of CA Sellers Permit

Signed Hold Harmless Agreement

Signed Event Rules & Regs



**Total Space Needed:**

Booth space is allocated and charged per 10'x10' section and charged at half-space (5') intervals (i.e. 1, 1 1/2, 2, 2 1/2, ). 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:

TTL \_\_\_\_\_ (ft.)                      Booth Space Required: \_\_\_\_\_  
(Example: 22' 4" Booth Space = 2.5 spaces)

**PAYMENT INFORMATION:**

**FULL SERVICE FOOD:**

Check one box (based on size specified above);

- 10' x 10' = \$195 per week x 8 weeks                      \$ 1,560
- 15' x 10' = \$290 per week x 8 weeks                      \$ 2,320
- 20' x 10' = \$390 per week x 8 weeks                      \$ 3,120
- 25' x 10' = \$485 per week x 8 weeks                      \$ 3,880
- 30' x 10' = \$585 per week x 8 weeks                      \$ 4,680

|                                    |    |               |
|------------------------------------|----|---------------|
| Booth Space Fee                    | \$ |               |
| Health Department & Permit Fees    | \$ | 45.00         |
| Food Court Common Area Maintenance | \$ | <u>200.00</u> |
| Total Fees                         | \$ |               |

**Payment**

**Once your application has been approved, you will receive an invoice to your email with a link to make payment for your vendor space.**

**Food Vendor Event Guidelines:**

Vendors will be provided detailed instructions outlining logistics of the Event from the Event Manager prior to the first event with weekly updates throughout the summer. The following guidelines are included in or in addition to those procedures:

- Food vendors must provide trash and/or recycling containers for their own use.
- The use of drop cloths or other means of ensuring no oil stains is required.
- Tents must be properly secured with sandbags or weights.
- Vendors are responsible for cleanup of booth space at the end of the day.
- Any oil or other products used to cook or prepare food at the event must be responsibly disposed of (in sealed containers, if appropriate). Vendors will be responsible for any costs incurred to clean up spills or other damage at the site.
- Failure to clean up booth space(s) may result in additional fees and being banned from participating in the event.
- Load in time for food vendors will vary according to location and type of trailer. Detailed load in instructions will be sent from the event manager prior to the start of the event. If a separate vehicle is attached, do not leave the vehicle parked in the event area while you are setting up.
- Vendors will NOT be allowed to enter the event area after 4:30 PM.
- Do not unload your goods on the sidewalk or other areas prior to your load in time. Do NOT occupy downtown parking spots located in the event area prior to street closure. Vendors who violate these guidelines may be subject to penalty or may not be able to participate in future event dates.
- Vehicles are not allowed back on street and load out does not begin until deemed safe by Event Staff.
- Vendors must stay open throughout the entire event and cannot load out early.
- Food Vendors must have enough food to sell until the end of the event. Closing up before the end of the event is prohibited.

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## EVENT RULES AND REGULATIONS ACKNOWLEDGEMENT

All vendors participating in the event are required to read the Truckee Thursdays Event Rules and Regulations. By signing below, I certify that I have read and will abide by the terms and conditions outlined in this application and in the Truckee Thursdays Event Rules and Regulations.

## 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. By signing below, I agree to these terms and conditions.

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Printed Name of Business

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Printed Name of Authorized Representative

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Signature

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Date