



The 9th Annual Main Street Food Truck Festival

Main Street and Capitol Avenue, Downtown Little Rock

Sunday, September 22, 2019

Food Vendor Application

FRIDAY, AUGUST 1- FINAL FOOD VENDOR APPLICATION DEADLINE

THURSDAY, AUGUST 5- FOOD VENDOR NOTIFICATION OF FESTIVAL ACCEPTANCE

MONDAY, AUGUST 19- FOOD VENDOR REGISTRATIONS DUE

MONDAY, SEPTEMBER 16- GENERAL MEETING AND Q&A WITH FESTIVAL DETAILS

SUNDAY, SEPTEMBER 22 – FESTIVAL, 11 A.M.-6 P.M.

Main Street Food Truck Fridays September 13-November 1

THANK YOU FOR YOUR INTEREST IN TAKING PART IN THE 9th ANNUAL MAIN STREET FOOD TRUCK FESTIVAL, A COLLABORATION OF LOCAL FOOD, DRINKS AND ENTERTAINMENT. EXPECTED ATTENDANCE OF 50,000 IF NOT MORE! PLEASE READ THE FOLLOWING DETAILS CAREFULLY AS SOME OF OUR PROCEDURES HAVE CHANGED.

The MAIN STREET FOOD TRUCK FESTIVAL (MSFTF) will be held Sunday, September 22, 2019 on Main Street and Capitol Avenue in downtown Little Rock. Over 60 food trucks as well as 70 plus artists, musicians and entertainers. This year we are proud to announce: MSFTF has been NAMED **FESTIVAL OF THE YEAR** by Arkansas Festivals and Events Association (AFEA) in conjunction with Arkansas Parks and Tourism.

VENDOR BENEFITS:

- A list of trucks participating in MSFTF will be posted on event website and social media.
- Check in with the Facebook Page to have all event details, trucks, menus and more at your fingertips.
- An event map will be posted as the event approaches to see where trucks will be stationed.
- Free Ben E Keith cold/dry storage is available for food truck vendors. Bulk ice may be pre-purchased.
- Downtown Little Rock Partnership will issue news releases to promote the event and its participants.
- Vendors retain 100 percent of their sales.
- Estimated 40,000-50,000 attendees.

VENDOR RESPONSIBILITIES:

1. Each vendor is required to obtain the necessary temporary food permit through the State of Arkansas and be able to pass health inspections prior to the event start time.
2. Signage and menu will be furnished by the vendor and should be visible for patrons during the event operation hours.
3. All areas around and under vendor's truck/cart is the responsibility of the vendor to keep clean and free of spills or grease stains. Information on the new clean standards and potential fines for noncompliance will be included in the festival registration packet.
4. To be open and serving the menu items during the entire posted time of the festival.

5. To sell at least one \$5 item. This is the most requested item of festival goers and must be available on your menu during the hours of the festival.
6. Vendor is required at time of its confirmation of participation a policy of general liability insurance with a minimum amount of coverage of One Million Dollars (\$1,000,000) listing DLRP as additionally insured.

TO APPLY TO THE 2019 MAIN STREET FOOD TRUCK FESTIVAL: There are 3 steps for participation in the 2019 MSFTF: 1. Submitting an application 2. Approval by DLRP 3. Registration Commitment of Vendor with payment.

- Complete the following Food Vendor **Application Form** and return to Downtown Little Rock Partnership **by August 1**. One form per food truck, cart, tent or trailer application.
- All vendors will be notified on or before **August 5** of the committee's food truck/cart selections.
- **ONLY UPON APPROVAL OF AN APPLICATION will a registration fee of \$260** be required per application approved, regardless of type of vendor.
- Once approved a **registration packet** with final instructions and requirements for payment will be furnished to the vendor with a final completed registration deadline **of August 19** or your space will be forfeited.

Note: If you bring in a \$300 sponsor for your truck or cart then your participation fee is free! The sponsor will have the option to set up a booth next to you. (Restrictions apply and further details will be sent to approved trucks.) Once approved a registration packet with final instructions and requirements will be furnished.

- Vendors planning to sell beverages **OUTSIDE** of their trucks, carts, tents or trailers must indicate the space needed at the time of festival registration.
- Furnish a photo of the truck, cart, tent or trailer that will be present the day of the event
- Provide a copy of Arkansas Health Department License

NOTE: An application submitted does not guarantee a spot in this year's festival. Possible reasons for not being accepted this year:

- if you left your area a mess with grease, garbage, boxes in previous festivals
- not selling an appetizer/sample size item for \$5 or less
- not submitting the food vendor application completed as requested or after deadline
- closing your vendor set up prior to the festival closing to the public (previous events)
- not checking out with the MSFTF block captain and turning in your tax form prior to leaving

In the event that MSFTF be cancelled or date changed for any reason at all, you will be notified immediately. However: NO refunds will be given. The registration fee is non-transferable.

Thank you for your application to this year's festival. We are honored to be hosting this event for the 9th consecutive year. With your ongoing support and commitment to the mobile food community you have helped to create one of the best events Little Rock has to offer! We are looking forward to working with all of you again this year.

Sincerely,

Downtown Little Rock Partnership

9th Annual Main Street Food Truck Festival

Presented by Downtown Little Rock Partnership and Centennial Bank

Sunday, September 22, 2019 from 11:00 a.m.- 6:00 p.m.

Food Vendor Application Form

Food Truck Name (as you wish to be identified): _____

Contact Name: _____ Phone: _____ -- _____ -- _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail address (required): _____

Type of food to be sold: i.e.- BBQ, Tacos, Dessert, Asian, Vegan etc. _____

Which side is your service window located? Driver's Side _____ Passenger's Side _____

Length of truck/cart (**without vehicle attached**): _____

_____ I need space for a grill/smoker outside my truck. (make sure you are in compliance with AR Health Dept Code.)

_____ I acknowledge I am 100% self-contained; powered by a generator. There will be no electricity or water available.

Please include your entrée items & pricing below. All pricing MUST include tax & be rounded to the nearest dollar.

| ITEM | COST |
|----------------------|--------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. Sample item _____ | \$5.00 |

_____ Yes, I plan to sell drinks under a tent set up outside my food truck/trailer. I am aware that this area will also be subject to State of AR Health Department Codes and proper permitting and possible additional pricing. I further understand that if I do not **pre**-register this separate serving area that MSFTF organizers as well as the State of AR Health Department reserve the right to close it down and no refund will be given.

SIGN: _____ DATE: _____

Return paperwork to:

Downtown Little Rock Partnership
P.O. Box 1937; Little Rock, AR 72203

Or clongstreth@downtownlr.com

Proceeds from Main Street Food Truck Festival will be used toward projects on Main Street. For more information visit www.downtownlr.com.

Questions? Contact Chellie at Downtown Little Rock Partnership, clongstreth@downtownlr.com or 501-375-0121 **SE HABLA ESPANOL**