



2022 Lebanon Food Truck Festival Application

Friday, June 24, 2022 - 5 pm to 9 pm & Saturday, June 25, 2022 11 am to 3 pm - Colburn Park

Basic Festival Information: The Lebanon Food Truck Festival will be held on the Western end of Colburn Park in downtown Lebanon, NH. The event is scheduled for Friday, June 24, 2022 from 5 pm to 9 pm and Saturday, June 25, 2022 from 11 am to 3 pm. Vendors may apply for the full event or either day. We plan to sell 1200 tickets per day. **COVID-19 precautions will be evaluated prior to the event.**

Application Process: The Lebanon Food Truck Festival is a special event hosted by the Lebanon Recreation, Arts, and Parks Department. Applications will be accepted based on festival needs (variety, appearance, cost). We will accept a maximum of 15 food truck vendors per day. This application does not guarantee acceptance. All applications must be received by March 25, 2022. You will be notified on your status by April 1, 2022.

Participants: The festival showcases the variety of food trucks the region has to offer, as well as support the small business owners who run them. Each food truck vendor should provide their event menu as well as a \$3.00 sample of an item they would like to highlight. The food truck vendors are expected to have two lines: one for sample items (collecting sample tickets) and one for items from an event menu. Non-alcoholic beverages may be provided by food trucks. All alcoholic beverages will be served by Salt Hill Pub.

Payment/Fees: The participation fee is \$75.00 per day for accepted food truck vendors. Upon acceptance, payments should be made to the City of Lebanon and all required documents are due by April 8, 2022. All funds are committed to the success of the event, rain or shine. For these reasons, refunds are not available.

Inspections & Licenses: When applying, please submit a copy of your NH Food License and NH Hawkers and Peddlers License. If you are classified as temporary or occasional food service establishment by NH DHHS, safe food handling certification is required. Upon acceptance, please provide a Certificate of Insurance with City of Lebanon listed as additionally insured. Upon acceptance, all mobile food trucks shall be required to have an inspection and operational permit issued by the Lebanon Fire Department prior to operating within the City of Lebanon. Permits can be picked up at Lebanon Fire Station 1, 12 South Park Street, Lebanon, NH or [online](#). Please contact Maddy Goodell at 603-448-8810 to schedule the inspection.

- Any mobile food truck operating within the City of Lebanon that produces grease laden vapors shall be equipped with an automatic fire extinguishing system per the 2018 IFC Section 319.4.1.
- Any mobile food truck operating within the City of Lebanon that produces grease laden vapors shall be equipped with LP-gas alarms per the 2018 IFC Section 319.8.5.
- To review all of the applicable requirements for mobile food preparation vehicles, please visit the [International Code Councils website, Section 319](#).

Set-Up: You will be notified of your location on June 1, 2022. You will be assigned a loading time to set up for the event on Friday afternoon beginning at 12:30 pm and completed by 4:30 pm. Set up on Saturday will begin at 8 am and be completed by 10:30 am. You are expected to be fully set up 30 minutes before the event begins. Two-day vendors may keep their food truck on Colburn Park overnight.

Electricity: Limited electrical outlets are available upon request. Backup generators are highly recommended. All other food truck vendors must provide generators for their own power.

Breakdown: Breakdown cannot begin until the end of each day's event. Large equipment will not be pulled out until the crowd thins out.

Go Green Waste Reduction Program: After a pilot program with the Lebanon Farmers' Market, we are proud to announce Lebanon Recreation, Arts and Parks' Waste Reduction Program for 2022. All food truck vendors will be expected to use compostable and/or recyclable containers. All food products must be in compostable containers. Any other products must be recyclable. Details about procurement of approved containers will be available by April 8, 2022. The City of Lebanon will provide receptacles for participant's trash. Vendors are responsible for collecting all trash or debris generated from within your food truck and removing it from public property.

City Code Chapter 179: All Food Truck Vendors must be in compliance with City Code Chapter 179.



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Food Truck Name: _____

Type of Food Provided: _____

Contact Person: _____ **Phone Number:** _____

E-Mail Address: _____

Mailing Address: _____

Dimensions of Food Truck (L x W x H): _____ **Can you level your own trailer/truck? Yes/No**

Side of Window: (Drivers/Passenger/Rear) _____

What type of generator will you be running? (Specify built-in, stand alone, inverter) _____

Limited number of electrical outlets available upon request:

- I need an electrical outlet. I do not need an electrical outlet.

I'm applying to vend on the following day(s):

- Friday, June 24, 2022 - \$75/day Saturday, June 25, 2022 - \$75/day

Promotions/Social Media:

Website: _____ **Facebook:** _____

Instagram Handle: _____ **Twitter Handle:** _____

Share your participation with your local followers and "Like" Lebanon Recreation, Arts & Parks to be tagged in promotions.

Checklist

- Copy of Event Menu Including \$3.00 Sample
- Copy of NH Hawker & Peddler License
- Certificate of Insurance listing City of Lebanon as Additionally Insured (due upon acceptance)

Choose one of the following:

- Copy of NH Food License

- I am a temporary or occasional food service establishment as defined by NH DHHS and I am exempt from a food service license by the State of New Hampshire. I am providing a ServSafe Certificate.

Release from Personal Liability: The LICENSEE hereby releases and forever discharges the City, its heirs, agents and assigns from any and all liability for any and all damage to property the LICENSEE brings to the LICENSED PREMISES or any and all bodily injury the LICENSEE, its employees, invitees, agents, or assigns may suffer while at the LICENSED PREMISES. The LICENSEE has attached hereto a certificate evidencing worker's compensation insurance coverage for any and all of its employees.

LICENSEE Signature: _____ **Date:** _____

Option to Waive Requirement for Worker's Compensation Insurance: The requirement for worker's compensation insurance coverage **may** be waived by the CITY if the LICENSEE certifies that they will not have any employees working at the LICENSED PREMISES. It is understood and agreed by the LICENSEE that waiver of the requirement for worker's compensation insurance coverage does NOT, however, relieve the LICENSEE from providing the CITY with a Certificate of Insurance, or liability for claims of property damage, or personal injury to volunteers or non-employees that may assist at the LICENSED PREMISES.

I, _____, hereby certify that no employees will be present at the event, and therefore am requesting a Waiver of Worker's Compensation Insurance by the CITY.

Request for Waiver of Worker's Compensation Insurance: Approved Denied

City Manager Signature: _____ **Date:** _____

Agreement to Terms: As a vendor at the Lebanon Food Truck Festival, I agree that prior to offering any products for sale, I am/will become familiar with NH State Regulations pertaining to my product and agree to comply with the provisions of these documents. I understand that individual product liability is my responsibility. I do hereby release the Lebanon Recreation, Arts & Parks Department, the City of Lebanon employees and the City of Lebanon from any liability related to my products or my participation.

Signature: _____ **Date:** _____

Applications must be received by March 25, 2022.

Email to: Meagan.Henry@LebanonNH.gov

or

Mail to: Lebanon Recreation, Arts, and Parks Department
51 North Park Street
Lebanon, NH 03766