



2019 Lebanon Food Truck Festival Application

Friday, June 21, 2019 - 5 pm to 9 pm & Saturday, June 22, 2019 11 am to 3 pm - Colburn Park

NEW information for 2019 in red font!

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 21, 2019 from 5 pm to 9 pm and Saturday, June 22, 2019 from 11 am to 3 pm. Vendors may apply for the full event or either day. We plan to sell 1200 tickets per day. In 2018, the one-day event sold out with 1500 participants three days before the event.**

Application Process: The Lebanon Food Truck Festival is a special event by the Lebanon Recreation and Parks Department. Applications will be accepted based on festival needs (variety, appearance, cost). We will accept a maximum of 12 food truck vendors per day. This application does not guarantee acceptance. All applications must be received by March 15, 2019. You will be notified on your status by March 29, 2019.

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 5, 2019. All funds are committed to the success of the event, rain or shine. For these reasons, refunds are not available.

Inspections & Licenses: Please provide certificate of insurance with City of Lebanon listed as additionally insured and NH Food License. If you are classified as temporary or occasional food service establishment by NH DHHS, safe food handling certification is required. **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 May 31, 2019. **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.

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.

Trash: The City of Lebanon will provide receptacles for participant's trash. You are responsible for collecting all trash or debris generated from within your 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): _____ Side of Window: _____

Can you level your own trailer/truck? _____

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 21, 2019 - \$75/day Saturday, June 22, 2019 - \$75/day

Promotions/Social Media:

Website: _____ Facebook: _____

Instagram Handle: _____ Twitter Handle: _____

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

Checklist

Certificate of Insurance listing City of Lebanon as Additionally Insured

Copy of Event Menu Including \$3.00 Sample

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 & 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 15, 2019.

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