



City of Stillwater City Manager's Office  
Attn: Teresa Kadavy  
723 South Lewis  
Stillwater, OK 74074  
Mobile Food Vendor Application

**Event:** 2019 City of Stillwater Special Events

**Dates:**

May 17, 2019	Friday Food Trucks and Tunes	6-10pm
June 21, 2019	FFTT/Community Movie Night	7-10pm
July 4, 2019	Boomer Blast	7-10pm
August 16, 2019	FFTT/Community Movie Night	7-10pm
September 20, 2019	Friday Food Trucks and Tunes	6-10pm

**Location:** The FFTT and Movie Nights will take place outdoors in Downtown Stillwater at Block 34/Community Center, 8<sup>th</sup> and Husband. Boomer Blast will be held at Boomer Lake. Mobile Food Vendors will be emailed detailed event map and setup information prior to each event.

**Vendor Application & Entry Fee:** *Please read this section carefully – Incomplete Applications will not be accepted.* In addition, the mobile food vendor must submit copies of proper State of Oklahoma Sales Tax Permit, State and/or County Health Department Permit, Itinerant Merchant/Peddlers (Mobile Food Service) License and Certificate of Liability Insurance naming the City of Stillwater as an additional insured. No application will be complete without these items and no agreement is accepted in their absence. Any returned check shall be subject to a \$25 returned item fee per instance. Any such additional fee must be paid, for this contract to be accepted. Please see the 2019 Vendor Application Checklist on the Mobile Food Vendor Application to ensure your application is complete.

**Vendor Requirements:**

- Self-contained; electricity and water will NOT be provided.
- Early dismantle is not allowed under any circumstances.
- All trash and debris must be cleared from the event area at event close. Failure to properly clear grounds shall result in a \$75 cleanup fee assessment.
- Generator noise output must be limited to 75dB. The City of Stillwater is dedicated to providing a safe environment for its citizens. In an effort to prevent hearing loss due to the exposure of high noise levels and to provide guests with a more desirable event environment, all vendors must limit the noise output from portable generators to 75dB. City of Stillwater staff will be glad to assist vendors in this effort by measuring the noise output using a Permissible Noise Dosimeter and offering suggestions.
- Only one truck or trailer permitted per vendor booth space. "Tow" vehicles and equipment must be removed from the event area.
- Trucks/trailers/booths may NOT be removed until the event concludes.
- Vendors must submit all required documentation with the Vendor Application.

## **INSURANCE REQUIREMENTS -PRESENT THIS TO YOUR INSURANCE AGENT**

As a Mobile Food Vendor, you must provide the City of Stillwater with proof of liability insurance. Liability insurance is required in the amount of \$25,000 for property loss per claimant arising out of a single act, accident or occurrence; \$1,000,000 (1 million) aggregate for any number of claims arising out of a single accident or occurrence; and \$125,000 per claim per claimant for bodily injury arising out of a single act, accident or occurrence.

The City of Stillwater, Oklahoma, P.O. Box 1449, Stillwater, Oklahoma 74076, shall be named as an additional insured on the Comprehensive General Liability policy in amounts equal to the liability limits for political subdivisions set forth in the Oklahoma Governmental Tort Claims Act, 51 O.S. §151, et seq. Provided, however, this shall not preclude you from carrying insurance in amounts exceeding said liability limits so long as the City is not named as an additional insured in any amount in excess of said statutory liability limits.

**Vendor Booth Space and Location:** Booth spaces will be assigned, no bigger than 30' x 10' in dimension. Truck or trailer must be positioned within 1 ½ feet of the curb with serving window facing the event/street. Each vendor is responsible for bringing leveling equipment for their rig. These streets have a significant crown and most vendors will need leveling equipment in order to operate safely and efficiently.

**Vendor Selection:** Mobile food vendor participants and booth locations will be selected based on the criteria below. The number of food trucks selection may be different for each event depending on the space available.

- Date/time of application and all forms are received
- Paid in full for all 5 events
- Electronic menu received
- Logo received

### **Important Event Information:**

- All decisions made by the event committee and/or coordinator are final.
- In case of inclement weather, you will be contacted by the event coordinator if the event is canceled. An email address is required for contact purposes. Refunds are not available.
- The City of Stillwater will not be responsible for any loss or injury, which may occur due to acts of God, illness, or the negligence or intentional acts of third parties. Mobile Food Vendor is solely responsible for obtaining all permits, licenses, and certificates of liability.

**Application Deadlines:**            **We will continue to accept applications as long as space is available.  
Refunds are not available.**

If you have any questions about the event, please contact Teresa Kadavy, at 405-742-8290 or [tkadavy@stillwater.org](mailto:tkadavy@stillwater.org).

We hope you will be joining us this year!

**Mail Application:**     **City of Stillwater  
City Manager's Office  
Attn: Teresa Kadavy  
723 S. Lewis  
Stillwater, OK 74074**

**Email Application:**   [tkadavy@stillwater.org](mailto:tkadavy@stillwater.org)

**MOBILE FOOD VENDOR APPLICATION 2019**

Name of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: (work)\_\_\_\_\_ (home)\_\_\_\_\_

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

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip Code:\_\_\_\_\_

Email:\_\_\_\_\_

What are your booth plans? (Product displayed and /or sold, information provided, giveaways or contests, etc.)

\_\_\_\_\_  
\_\_\_\_\_

*The Event Committee may limit your selection to avoid unnecessary duplication among vendors.*

Please indicate what equipment you have (only 1 truck or trailer per vendor space permitted):

- Food Truck      Yes\_\_\_\_\_ No\_\_\_\_\_ Size\_\_\_\_\_
- Trailer            Yes\_\_\_\_\_ No\_\_\_\_\_ Size\_\_\_\_\_
- Tent                Yes\_\_\_\_\_ No\_\_\_\_\_ Size\_\_\_\_\_

Booth spaces will be assigned and 30' x 10' in dimension. Electricity and Water will NOT be provided due to limited resources. All units must be self-contained. Generator noise level output may not exceed **75dB** (City of Stillwater will be testing noise level output).

Did you Participate in Friday Food Trucks and Tunes in 2018? Yes\_\_\_\_\_ No\_\_\_\_\_

If so, how many events? #\_\_\_\_\_

Social Media Marketing: *We encourage vendors to utilize Social Media Marketing for events*

Business Account Facebook: \_\_\_\_\_

Other Forms of Social Media Used: \_\_\_\_\_

**Entry Fees (Please select all dates that apply)**

\$50_____ May 17, 2019	Friday Food Trucks and Tunes	6-10pm
\$50_____ June 21, 2019	FFTT/Community Movie Night	7-10pm
\$50_____ July 4, 2019	Boomer Blast	7-10pm
\$50_____ August 16, 2019	FFTT/Community Movie Night	7-10pm
\$50_____ September 20, 2019	Friday Food Trucks and Tunes	6-10pm

\_\_\_\_\_ **Total Due:**

If paying with credit card, please include the card information:    Type of card: \_\_\_\_\_

Card #:\_\_\_\_\_ 3 digit code on back:\_\_\_\_\_ Expiration Date:\_\_\_/\_\_\_

Name on Card:\_\_\_\_\_ Billing address: \_\_\_\_\_

This is a flat entry fee and the City of Stillwater will not collect a percentage of your profits. **Refunds are not available.** Please make all checks payable to: City of Stillwater.

**The 2019 Vendor Application Checklist:**

- 2019 Vendor Application & Entry Fee (\$50/event)
- Copy of State of Oklahoma Sales Tax Permit
- Copy of State and/or County Health Department Permit
- City of Stillwater Itinerant Merchant/Peddler's (Mobile Food Service) License
- Certificate of Liability Insurance naming City of Stillwater as an additional insured  
*(Please see Insurance Requirements)*
- Menu - Email your menu to Teresa Kadavy at [tkadavy@stillwater.org](mailto:tkadavy@stillwater.org)
- Truck Logo - Email a copy of your logo (high resolution jpg) to Teresa Kadavy at [tkadavy@stillwater.org](mailto:tkadavy@stillwater.org)

The above organization and its representatives agree to comply with the general provisions for mobile food vendors as established by the City of Stillwater.

Signature: \_\_\_\_\_

Authorized Representative

Date \_\_\_\_\_