



## FOOD VENDOR APPLICATION

**DATES:** (please check the one(s) you are applying for)

- May 21       June 25       July 30  
 August 27       September 24       October 31 (Saturday)

**EVENT HOURS:** 6:00pm – 9:00pm **SET UP HOURS:** 4:30pm – 5:30pm **COST:** \$75/event or \$450/season

**FOOD TRUCK NAME:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_ **WEBSITE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY/STATE/ZIP:** \_\_\_\_\_

**PRIMARY CONTACT:** \_\_\_\_\_ **SECONDARY CONTACT:** \_\_\_\_\_

**BUSINESS PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**OK SALES TAX LICENSE #:** \_\_\_\_\_ **CLAREMORE PERMIT #:** \_\_\_\_\_

**ELECTRIC REQUESTED:**  220V     110V     Multi 110V     Other \_\_\_\_\_

**BUSINESS SOCIAL MEDIA:**  Facebook     Twitter     Instagram     Other \_\_\_\_\_

**TYPE OF FOOD SERVED:** \_\_\_\_\_

(INTERNAL USE ONLY)     Payment     OK Sales Tax License #     Claremore Permit     Insurance



Claremore Main Street, Inc.  
419 W. Will Rogers Blvd  
Claremore, OK 74017  
mainstreet@claremore.org  
downtownclaremore.org

**APPLICATION REQUIRED ADDITIONAL MATERIALS:**

In addition to this application, vendors should submit payment in full (cash, check and credit card acceptable; checks shall be made out to the Claremore Main Street), a copy of the City of Claremore Food Truck Permit and a certificate of liability insurance naming Claremore Main Street, 419 W. Will Rogers Blvd., as an additional insured. For credit card payments, visit <https://squareup.com/store/FoodTruckThursday/>.

**DEADLINE:**

Applications are reviewed on a first-come, first-serve basis. To ensure all vendors are successful, the Food Truck Thursday committee limits the number of food vendors serving similar dishes and the total number in attendance. Once the event fills, a wait list will be started. All items on the application must be submitted before it is considered complete. **Payment is required by the 15th of the month of the requested event to reserve a space, no exceptions.** Failure to pay by the 15th can result in the spot being given to another vendor. Refunds are not given for cancellations by the vendor after this date for any reason. Should the Committee cancel the event, refunds will be dispersed.

**APPLICATION SHOULD BE SUBMITTED TO:**

Claremore Main Street  
419 W. Will Rogers Blvd. Claremore OK 74017  
mainstreet@claremore.org - 918-341-5881

**EVENT INFORMATION AND RULES: (Initial each line)**

- All generators **MUST** be silent generators.
- Food Trucks are to plan to set up at 4:30 p.m. on the day of the event. Vendors must be ready to sell by 6 p.m. **Leaving prior to 9 p.m. is not permitted, even if sold out, unless otherwise told to by a Food Truck Thursday representative, and can result in forfeiting future participation.** The streets must be cleared by 10 p.m.
- All food vendors are responsible for compliance with local, state and federal laws. A **City of Claremore food vendor permit must be current with a copy on file with the Food Truck Thursday committee.**
- Food vendors are responsible for filing and paying all required sales tax.
- Food vendors may be required to present their certificate of insurance for inspection on the day of the event. Every participating food truck must include and list Claremore Main Street as an additional insured and provide copy prior to event.
- Trucks will be required to have an on-site fire extinguisher that has been serviced in the past year.
- Food Trucks will provide your own signage, extension cords, hoses, fans, and anything else required to operate your concession. A back-up generator is required due to outdated electric capabilities in the area. Every effort is made to provide electricity, but it cannot be guaranteed. A lack of available electricity and back-up generator will not result in a refund. Please be prepared with additional length of extension cords.
- Food Trucks will line up in the middle of the street on a first-come, first-serve basis and decisions by the Food Truck Committee and its representatives are final.
- In the event of cancellation due to weather, we will notify vendors via email prior to 2 p.m. on the day of the event. Cancellations by the Food Truck Thursday Committee can result in a refund of the \$75 fee only if canceled prior to the event starting.
- Any vendors found violating any of the above rules and regulations may forfeit their participation in future Food Truck Thursday events.
- Food Vendors are required to remove their trash from the premise.** Trash is not to be left on curb/at trash receptacles.

The undersigned hereby waives all claims against and agrees not to sue Claremore Main Street or any of its representatives, or the City of Claremore or any of its representatives for damages resulting from injury to any person or thing resulting from or arising out of the use of the city's facilities on the above described occasion(s). I further agree to indemnify and hold Claremore Main Street, the City of Claremore, its officers, agents and employees harmless from any loss, damages, or expenses incurred by the City as a result of any suit arising out of the activities conducted or sponsored by the listed above.

I, the undersigned have read and understand the above and I agree to follow any and all policies, conditions, and rules, and to pay all fees required in regard to the activity listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_