



Food Vendor Application

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

- May 23** (Boots on the Boulevard)
 June 27 **August 22** (Back to School Bash)
 September 26 (Corporate Olympics) **October 24** (Fall Festival)

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

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 #:** _____

BUSINESS SOCIAL MEDIA: Facebook Twitter Instagram Other _____

TYPE OF FOOD SERVED: _____

FOR INTERNAL USE ONLY

PAYMENT: May Aug Sept Oct

OK SALES TAX ID # _____ (Expires __ - __)

CITY MOBILE VENDOR # (Expires __ - __)

LIABILITY INSURANCE (Expires __ - __)

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, 412 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. **Application will not be reviewed until ALL items are submitted as one.** 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
412 W. Will Rogers Blvd. Claremore OK 74017
mainstreet@claremore.org - 918-341-5881

EVENT INFORMATION AND RULES:

- Food Trucks can set up beginning 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. The streets must be cleared in a timely manner following the conclusion of the event.
- 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 submitted with the application.
- 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.
- Food Trucks will not be assigned a space prior to the event but will be pulled in upon arrival. Trucks should enter the event from the intersection at Muskogee and Will Rogers Blvd.
- Food Trucks should be equipped to run on their own generators for the duration of the event.
- 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 Claremore Main Street 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 _____