



# 2024 Event Season

## Food Truck Vendor

### Food Service Vendor Application Letter

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Dear Vendor,

Thank you for your interest in participating in the City of Centerville's Food Truck Events. Due to limited capacity and the high volume of interest we receive, submitting an application DOES NOT guarantee selection for ANY event.

All vendors must submit a completed application to be considered for acceptance. Application deadline is February 9, 2024. Applications received after February 9, 2024 will be placed on a vendor waitlist. Lineup selection for all food truck events will be finalized by February 12, 2024. Should an opportunity become available for an event, a vendor on the waitlist will be contacted directly.

**Submitting an application does not guarantee you a spot at any event. The Centerville Event Committee will review your application and get back to you regarding a decision no later than Monday, February 12th at 5:00pm.**

*Vendors who are selected will be contacted directly with information including dates chosen and payment information. Set-up instructions will be emailed to selected vendors approximately one week prior to each event.*

Please contact me via any of the methods below if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Tess Chambers", with a stylized, flowing script.

**Tess Chambers**  
***Special Events and Marketing Coordinator***

City of Centerville  
300 E. Church Street  
Centerville, GA 31028  
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O: (478) 953-4734 ext. 215  
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## 2024 Event Season

## Food Truck Vendor

### Food Service Vendor Application Rules & Regulations

***This application is only for enclosed food trucks / trailers and beverage vendors.***

***A maximum number of 10 food trucks will be accepted for any event.***

#### **EVENT AREA AND BOOTH SPACE:**

The event area for vendors will be in Center Park at Centerville located at 103 E Church Street, Centerville, Georgia, except for the Christmas in July event which will take place at City Hall, 300 E Church Street. The entry fee is \$50 for each event.

***You will be notified by the Centerville Event Committee regarding a decision no later than Monday, February 12, 2024, at 5:00pm. The location assigned to you is based on order of submission and the needs of the event.***

***Submitting an application does not guarantee you a spot at any event.***

***These are rain or shine events. No refunds will be given.***

#### **ENTRY REQUIREMENTS:**

1. Submit three **(3) photos** of your display set-up and **current menu**.
2. Once approved, you will be contacted directly to set up payment(s).
3. Complete and sign the application form which includes a Hold Harmless Agreement. The form must be signed if you wish to participate in food truck events.
4. A copy of a \$1 million dollar liability insurance policy must be submitted with your application.
5. Copy of current Food Service Permit *(If you do not have a permit, a Temporary Food Service Permit Application must be submitted to the Houston County Health Department at least two weeks prior to the event.)*

**Food truck/trailer must be able to pass a local fire inspection and Houston County Health Department inspection.**

#### **SECURITY AND INSURANCE:**

Centerville Police will be on duty during the event. However, we cannot be responsible or liable for any injury in your booth, to any customer or vendor and/or, loss and/or damage to property in your booth for any reason. You will be responsible for any insurance coverage for your personal property and/or injury to any customer/persons in your designated area.

#### **DISPLAYS, TABLES AND CHAIRS:**

Vendors must bring their own display materials such as easels, display screens, shelves, etc. All tables and/or chairs must be furnished by the vendor. Your area must be left clean at the end of the event. Trash receptacles will be available throughout the park. Failure to leave area clean will affect your participation in future events.

#### **SET UP AND BREAKDOWN:**

You will receive specific set-up times and breakdown directions prior to each event. After positioning trailers and unloading, vendors must unhook trailers from vehicles. ***Vehicles are not permitted to stay at your booth set-up. Vehicles must be unloaded and moved to vendor parking area. No exceptions.***

***SMOKING IS NOT ALLOWED AT CENTER PARK!***

**My signature below signifies that I have read and understand the rules and regulations, including the requirement to unhook trailers from vehicles.**

I \_\_\_\_\_, with \_\_\_\_\_

organization/business agree to the vendor rules and regulations listed on this page.



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### Food Service Vendor Application

#### VENDOR INFORMATION

Business Name		Facebook or Website	
Contact Name			
Address			
City		State	Zip
Telephone		E-Mail	
Please list three (3) previous shows you have participated in as a vendor:			
Application Requirements:			
<input type="checkbox"/> Attached Certificate of Insurance <input type="checkbox"/> Photos of Truck/ Trailer set up <input type="checkbox"/> Attached copy of Food Permit <input type="checkbox"/> Current menu			
<input type="checkbox"/> \$50 Per Event (to be paid after selection of vendors)			
Trailer Size			
Submit Application And Photos to:		Centerville City Hall: 300 E. Church Street, Centerville, GA 31028 or email to: tchambers@centerville.mgacoxmail.com	
Deadline		<b>February 9, 2024:</b> You may send your application any time before the deadline. Incomplete applications will not be considered. Applications received after the deadline will be added to a vendor waitlist.	
Acceptance		The Centerville Event Committee will choose the participants for each event. Previous participation in Centerville events does not guarantee acceptance. The Centerville Event Committee will review your application and get back to you regarding a decision no later than Monday, February 12, 2024, at 5:00pm.	
Please select the event dates you are interested in from the list below			
Due to limited capacity and the high volume of interest we receive, submitting an application <b>DOES NOT</b> guarantee selection for ANY event.			
<input type="checkbox"/> March 1, 2024   Food Truck Friday   5:30-9:00 PM		<input type="checkbox"/> June 7, 2024   Food Truck Friday   5:30-9:00 PM	
<input type="checkbox"/> April 5, 2024   Food Truck Friday   5:30-9:00 PM		<input type="checkbox"/> July 20, 2024   Christmas in July @ City Hall   Time TBD	
<input type="checkbox"/> April 13, 2024   Military Child   11:00-2:00 PM		<input type="checkbox"/> August 2, 2024   Food Truck Friday   5:30-9:00 PM	
<input type="checkbox"/> May 3, 2024   Food Truck Friday   5:30-9:00 PM		<input type="checkbox"/> September 7, 2024   Bubble Bash   11:00-2:00 PM	
APPLICANT SIGNATURE:		DATE:	
I have read and fully understand all the details as set forth and agree to abide by all exhibit rules and regulations which are part of this contract. I agree to hereby indemnify and hold harmless the City of Centerville, and all organizations and persons sponsoring, managing or in any other way participating in Centerville Events from any loss, claim, penalty, or lawsuit in any way arising from my operation or involvement with the event.			

For questions, please contact Tess Chambers at (4780 953-4734 or email tchambers@centerville.mgacoxmail.com