



Dear Food Truck Owner,

Thank you for your interest in participating in the third annual Summer Sizzle hosted by the City of Mesquite. This year's event will be held on **Saturday, June 9 from noon to 10:00 p.m. at Paschall Park**. Last year, over 3,500 people came out to enjoy the kick off to summer event and this year we are expecting an even bigger crowd. The event will feature kid's activities, live music, family games, mud volleyball tournament and fireworks show.

No more than six food truck will be accepted. The fee for each food truck will be \$75 which does not include the health permit and fire inspection fees. To guarantee booth space, return all required forms by **5 p.m., Friday, April 20, 2018**. Incomplete paperwork will not be accepted.

If you have any questions, please feel free to contact me at 972.216.6499 or ylane@cityofmesquite.com. Thank you and we look forward to having you at Summer Sizzle 2018!

Sincerely,

Yvonne Lane

Special Events & Sponsorship Coordinator

City of Mesquite
1515 North Galloway Avenue
P.O. Box 850137
Mesquite, TX 75185-0137
972.216.6411 (O) | 972.216.8102 (F)



Paperwork Checklist

This is only a checklist; please make sure to read all documents thoroughly to ensure all paperwork and required forms are completed and submitted.

Required Forms:

Return to The Mesquite Parks and Recreation Department

- Food Truck Registration Form & Menu Item Description **(Form A1 & A2)**
- Concessionaire Agreement and Waiver of Liability **(Form B1 & B2)**
- Food Truck Measurements & Diagram **(Form C1)**
- Criminal Background Agreement **(Form D1)**
- Booth Fee

Return Directly to Health Department

- Completed Temporary Food Permit
- Certificate of General Liability Insurance
- Texas Sales Tax Permit
- Copies of food handlers cards for each employee working
- Copy of Food Managers Certificate



Food Truck Registration Form

Truck name to appear on printed materials

Contact Name

Phone number

Email address

Mailing address

City

Zip

Booth Fees: \$75

PAYMENT METHOD:

MasterCard Visa Check or Money Order

Cash

Checks should be made payable to the City of Mesquite.

Card number

CVV #

____/____/____
Expiration date

Card holder name - please print

Signature



Event Rules and Regulations

FESTIVAL HOURS

- **Saturday, June 9, 2018, 12:00 p.m. – 10:00 p.m.**
- Concessionaires are required to staff their trucks for the entire duration of the event.

APPLICATIONS

- The deadline for applications and entry fees is **5 p.m., Friday, April 20, 2018.**
- The fee for each food truck will be \$75 which does not include the health permit and fire inspection fees.
- Summer Sizzle is a rain or shine event. Vendors will not be permitted to load out early unless the festival is cancelled due to extreme weather conditions.

FOOD TRUCK RULES

- Per the City's contract with Coca-Cola, food trucks will only be allowed to sell Coca-Cola beverage products.
- Vendors must secure all applicable permits, **PRIOR** to the event. The Mesquite Health Department can be reached at **972-216-8138.**
- **Fire Administration MUST inspect all food trucks prior to the event. Concessionaires are responsible to schedule an appointment by contacting the Mesquite Fire Administration at 972-216-6267.**
- Concessionaires must submit proof that applicable permits and inspections have been completed by June 1, 2018.

SETUP & DISPLAY

We have established design and presentation parameters to create a professional, yet festive atmosphere for our Festival goers. Your adherence to these guidelines is vital to maintain a continued high quality environment at the 2018 Summer Sizzle event. Event Management reserves the right to determine the appropriateness of a display or exhibit. The following rules will be strictly enforced:

- Trucks must provide their own power and water. Access to power and water **WILL NOT** be provided by the event.
- Summer Sizzle management will assign truck spaces and reserves the right to make location changes with no advance notice to the vendor. **Concessionaires may not change spaces or move their displays without the prior consent of the event staff.**
- Vendors must secure any signs and displays with weights, weighted blocks or buckets. No in-ground staking, such as those that can be driven into the ground with a hammer, is permitted. Displays must not encroach into the spaces of other vendors, nor will they be permitted to be larger than what appears on application.
- Displays will be subject to City of Mesquite inspections.

PARKING AND LOAD-IN/LOAD-OUT

- **Trucks will be assigned specific load in times.**
- Two parking spots in a reserved lot will be allocated per food truck for workers. Additional vehicles will need to park in the general parking lot.
- All vendors **MUST** complete set-up and be ready for service by **11:30 a.m. Saturday.**
- Load out will be permitted at the conclusion of the fireworks display and once the Fire & Police Departments deem the venue safe for vehicles. The anticipated time is 10:15 p.m.

VENUE

- Event staff reserves the right to stop or remove any vendor, or his or her representative, from performing any act or practice deemed to be offensive, obscene or objectionable from the festival.
- Event Staff reserves the right to alter vendor displays or require the vendor to alter their display due to safety concerns.

CONCESSIONAIRE AGREEMENT:

My entry implies my willingness to abide by all event rules if accepted. My food truck will be open and manned during all event hours and I understand **I may not dismantle my set up or begin loading out until after the fireworks display on Saturday, June 9, 2018. Failure to abide by these policies will disqualify me from next year's event.**

I will take full responsibility for the safety of my employees, my work and myself. I will indemnify the City of Mesquite and will hold the City, its staff, volunteers, or event sponsors harmless for any personal liability claims and loss or damage of goods that may arise from participation in Summer Sizzle 2018.

I understand my truck, display and menu must be consistent with what was submitted for acceptance and if deemed inconsistent or obscene by festival management, I will be asked to leave the event and forfeit any fees paid.

Printed Name: _____

Signature: _____ Date: _____

Return Forms & Payments

Via mail to:

Mesquite Parks and Recreation Department P.O. Box 850137 Mesquite, TX 75185-0137

Via email to:

Yvonne Lane, ylane@cityofmesquite.com

Via fax to:

972.216.8102

In Person to:

Mesquite Parks and Recreation Administration Office, 1515 N. Galloway Ave. 75149

Questions:

Yvonne Lane, 972.216.6499

City of Mesquite Health Permit:

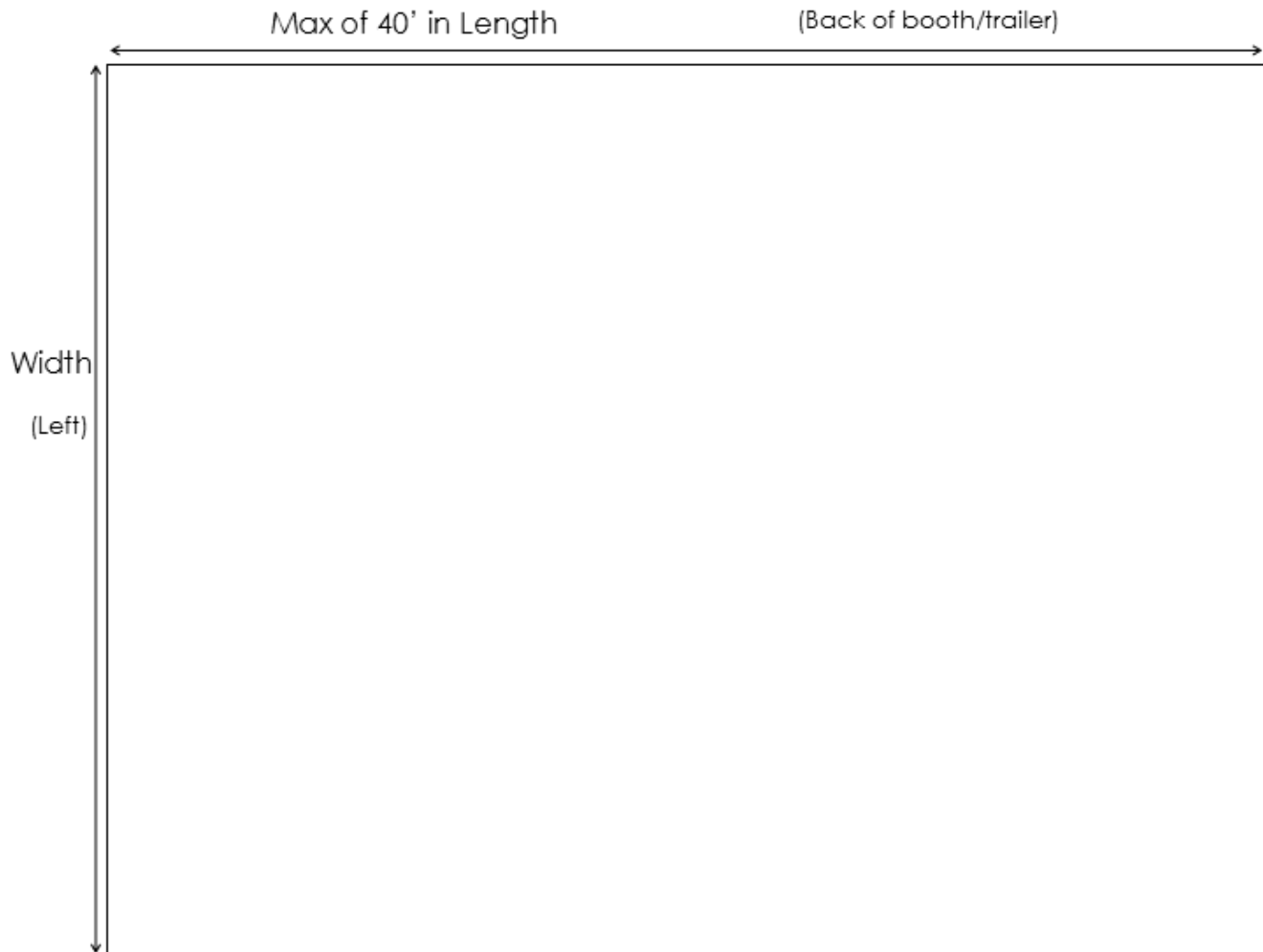
Barry Jenkins, 972-216-8138

City of Mesquite Fire Inspection:

Alfred Pastor, 972-216-6267



Draw a diagram of your booth/trailer and how it will sit in the designated space. Include length (**including hitch**) & width, where your serving window is and locations of awnings (include dimensions). Booth spaces can not exceed 40 feet in length and your trailer/booth (including hitch) must fit inside this area. If you require more space please inform us at the time of registration so we can look at possible solutions.



Booth/ Trailer Length:
_____ ft. **(INCLUDE HITCH)**

Booth/Trailer Width:
_____ ft.

Awning
Location: _____
Width: _____ ft.
Length: _____ ft.

(Right)

Serving Window
Location: _____

Company Name:

Main Contact:

Contact Number:

Criminal Background Investigation Policy and Disqualifiers For City Sponsored Special Events

The City of Mesquite, Texas, herein after referred to as the "City" has a desire to protect the safety and welfare of its citizens, including its youth and children, during their participation in and attendance at all festivals and special events that occur on or in City owned or leased property. Recognizing the nation-wide incidence of crimes against children, the City believes that taking pro-active steps to protect youth and children participating in and attending such events is in the best interest of the public.

Consequently, as a condition of accepting this vendor agreement for City sponsored special events, Vendor agrees to certify that any and all of its employees, independent contractors and agents who will be in attendance at City sponsored special events will have successfully completed a criminal background check.

Grounds for Disqualification

An individual convicted of any of the following criminal offenses provided herein shall be disqualified from participation as a vendor and employee/independent contractor for such vendor at any City sponsored special event.

Sexual assault/abuse	Kidnapping
Assault	Crimes against children, elderly or disabled
Indecent exposure	Murder
Homicide	Distribution of any controlled substance

Vendor agrees to indemnify the City of Mesquite for any liability or harm resulting from Vendor's failure to conduct or obtain a satisfactory criminal background check or its failure to review or respond to the results of a criminal background check conducted on its employees, independent contractors and agents assigned to perform services at a City of Mesquite sponsored event.

I have read the above criminal background check policy for the City of Mesquite and understand and agree to its terms.

Vendor Name

Vendor Signature

Date