



Food Truck Friday in Central Park Carthage, Mo 2018 Documentation Checklist

Food Truck Friday: April 13, May 11, June 8, July 13, August 10, and September 14, 2018
Friday Evenings in Carthage Central Park (714 S. Garrison) from 12 pm to 9 pm

The documentation process must be started at least one week prior to each event and must be completed by noon on the day of the event. For questions and local assistance:

Wendi Douglas
Carthage CVB
wdouglas@ecarthage.com
417-359-8181.

All vendors at Food Truck Friday must complete the following documentation annually:

- Food Truck Friday 2018 Application (\$150 per event)
- Food Truck Friday 2018 Liability and Media Waiver
- City of Carthage Business License (\$50 annual / \$25 after July 1)
 - Letter of No Tax Due from the State of Missouri
 - Sales Tax Certificate from the State of Missouri
 - Certificate of Business Liability Insurance
 - Occupancy Inspection from Carthage Public Works (\$25)
 - Jasper County Health Department Inspection
(Annual \$175 or Temporary)
- Jasper County Business License \$25

VENDORS MUST CHARGE AND PAY SALES TAX. Each vendor must track and report sales tax. Contact the Missouri Department of Revenue for details: <http://dor.mo.gov/faq/business/special.php>

All documents provided will be filed with the proper agencies, no copies will be retained on file by the Carthage CVB. State, County, and Municipal licenses, inspections, and tax payments are ultimately the responsibility of the vendor and business owner.

2018 Food Truck Friday

VENDOR BOOTH GUIDELINES & REGULATIONS

1. **Booth space is NOT guaranteed for returning vendors. In categories that limit the number of similar vendors allowed, ALL registrations will be accepted on a juried basis and spaces reserved accordingly. All vendors must have a business license issued by the City of Carthage.**
2. Any **vendor** seeking a booth at this event must submit the included application together with **all** of the following:
 - a. Signed "2018 Vendor (or Table Vendor) Application"
 - b. Signed "Food Truck Friday Accident Waiver and Release of Liability Form".
 - c. Photographs (or links websites or social media containing photos) to examples of every type of item to be sold in the vendor's booth. All items must be clearly visible and recognizable in the photographs. Any item type not clearly represented in the application photo(s) may be excluded or rejected from the event by the Committee at any time, without question. Photographs will not be returned. *Returning vendors and those who have worked with the CVB or Food Truck Friday in the past may be exempt.*
 - d. *A copy of a current license to do business in Carthage, Missouri.*
 - e. *Payment in full*
3. **Home canned or jarred items are not permitted**, due to Jasper County Health Department regulations.
4. All vendors should plan to have their booth open and staffed from 12:00 p.m. until 9:00 p.m. on scheduled date as indicated on application and assigned by event committee. Prior arrangements must be made for alternate hours.
5. **VENDORS MUST CHARGE AND PAY SALES TAX.** Each vendor must track and report sales tax. Contact the Missouri Department of Revenue for details: <http://dor.mo.gov/faq/business/special.php>
6. If you use a tent, it must be free standing and fit within your booth space and may not use ground poles. Some booth spaces may have light poles or other permanent structures.
7. Water will NOT be provided by event committee, City of Carthage, or area retailers. Vendors should plan to provide their own water.
8. NO GLASS BOTTLES in Central Park
9. Trucks must be unhitched from trailers and parked in public parking spaces by noon to avoid the "attached truck" fee.
10. Each vendor is responsible for moving trash to the dumpster at the end of the night.
11. Electricity is provided to all food vendors. Applicant must declare all cords used with voltage and amperage. Carthage Water and Electric Plant sets up temporary panels in the park including: (4)-50amp 4-wire 240volt outlets (Nema 14-50R) and (8)-20amp 120volt GFCI outlets on each temp boards. Please make sure to articulate your electrical needs on your application and contact event staff with any questions or concerns.
12. Never touch a temporary power panel. If you have a power concern, contact event staff immediately.
Text or call 417-529-7742 with power concerns.

If you have any further questions prior to arrival at the event, please contact Wendi Douglas at the Carthage Convention & Visitor's Bureau at 417-359-8181 or by email at wdouglas@ecarthage.com

Please remember that your registration can not be accepted until we have received your completed, signed form, payment, AND all required documentation.

Contact wdouglas@ecarthage.com 417-359-8181 for details and questions.



Food Truck Friday in Central Park Carthage, Mo 2018 Food Vendor Application

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Friday Evenings in Carthage Central Park (714 S. Garrison) from 12 pm to 9 pm

Booth Size (please check appropriate box)

- Food Vendor space \$150 per event
- Attached Truck (optional) \$100 per event

Check dates of desired attendance:

- April 13, 2018 May 11, 2018
- June 8, 2018 July 13, 2018
- August 10, 2018 September 14, 2018

Electricity 120Volts: ___ # of cords ___ Amps Each
240Volts: ___ # of cords ___ Amps Each

Truck / Booth Type & Space Requirements:

- Truck Tent / Canopy (Must be freestanding and cannot use ground poles) Table

We need a length of ___ feet; width of ___ feet; height of ___ feet; space includes all trucks, trailers, generators, and equipment that will be used throughout the day. Trucks that can unhook from trailers should be moved to a parking area by noon to avoid an "attached truck" fee. All vendors should plan to be 50 feet from a power source.

VENDORS MUST CHARGE AND PAY SALES TAX. Each vendor must track and report sales tax. Contact the Missouri Department of Revenue for details: <http://dor.mo.gov/faq/business/special.php>

All vendors must have a Carthage Business License, Carthage Public Works Inspection, proof of insurance, and Jasper County Health Department Inspection. Submit your form by email to wdouglas@ecarthage.com or by regular mail:

**Carthage CVB, 402 S. Garrison
Carthage, Missouri 64836**

BOOTH SPACE IS NOT GUARANTEED FOR RETURNING VENDORS. IN CATEGORIES THAT LIMIT THE NUMBER OF SIMILAR VENDORS ALLOWED, ALL REGISTRATIONS WILL BE ACCEPTED ON A FIRST-COME, FIRST-SERVED BASIS

Contact Name _____ Company _____

Address _____

City _____ State _____ Zip _____

Phone number _____ Facebook _____

Email address (REQUIRED*) _____ MO Tax ID Number _____

Description of ALL products. Please highlight any items you would like the committee to consider as an exclusive item.

Please submit your form by email to wdouglas@ecarthage.com

PLEASE INITIAL IN THE BOX TO INDICATE YOU ACCEPT ALL TERMS STATED ON THIS VENDOR APPLICATION.

By submitting the application, the undersigned acknowledges receiving, reading and fully understanding all of the included guidelines and regulations of the 2018 Food Truck Friday Committee. I understand that submission of this application with the required documentation does not guarantee my admission to Food Truck Friday in Central Park. Carthage CVB, the City of Carthage, and affiliated venues, volunteers, and sponsors are NOT responsible for accidents or theft. If you have any questions, call the CVB at (417) 359-8181 or e-mail wdouglas@ecarthage.com.

Signed _____ Date _____

Food Truck Friday Accident Waiver and Release of Liability Form

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I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING AND/OR VOLUNTEERING IN THIS ACTIVITY OR EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault. I certify that I am physically fit, have sufficiently prepared or trained for participation in the activity or event, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity or event.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity or event in which I may participate, and that it will govern my actions and responsibilities at said activity or event. In consideration of my application and permitting me to participate in this event, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event, THE FOLLOWING ENTITIES OR PERSONS: Carthage Convention & Visitor’s Bureau, Food Truck Friday Committee, City of Carthage, County of Jasper, their directors, officers, employees, members, volunteers, sponsors, representatives, and agents, the activity or event holders, activity or event sponsors, activity or event volunteers;

(B) I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned from any and all liabilities or claims made as a result of participation in this activity or event, whether caused by the negligence of release or otherwise.

I acknowledge that the Carthage CVB, City of Carthage, Jasper County, and their directors, officers, volunteers, sponsors, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific event or activity on behalf of the Food Truck Friday Committee. I acknowledge that this activity or event may involve a test of a person’s physical and mental limits and may carry with it the potential for death, serious injury, and property loss. The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, spectators, coaches, event officials, and event monitors, and/or producers of the event, and lack of hydration. These risks are not only inherent to participants, but are also present for volunteers.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity or event.

I understand that at this event or related activities, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers, and assigns.

The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Print Full Name

Signature

Date