

Food Truck Friday Documentation Checklist

All documents and payment for event will reserve your spot.

All vendors at Food Truck Friday must complete the following documentation annually and provide copies to Experience Carthage, MO (City of Carthage, MO):

- ❖ Food Truck Friday 2022 Application (\$225.00 per event, if you attend **every** event, April-September, then October fee will be \$50.00 as a loyalty perk)
- ❖ Table Vendor & Boutique Vendor 2022 Application (\$100 per event for vendors with retail sales, \$50 per event for vendors promoting business, organization or recruiting leads, \$0 for non profits)
- ❖ Food Truck Friday 2022 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 with at least \$1 million in general liability, Experience Carthage, MO (City of Carthage, MO) listed as the certificate holder and naming Experience Carthage, MO (City of Carthage, MO) (402 S Garrison, Ave, Carthage, MO 64836) as an additional insured
- ❖ Occupancy Inspection from Carthage Public Works (\$25)
- ❖ Jasper County Health Department Inspection (Annual or Temporary)
- ❖ Jasper County Merchant License

VENDORS MUST CHARGE AND PAY SALES TAX. Each vendor must track and report sales tax. All sales from Food Truck Friday must be collected and allocated to the city of Carthage for sales tax purposes. Contact the Missouri Department of Revenue for details: <http://dor.mo/gov/faq/business/special.php>

All documents provided must be filed with the proper agencies, State, County, and Municipal licenses, inspections, and tax payments are ultimately the responsibility of the vendor and business owner. No copies will be retained on file by Experience Carthage, MO (City of Carthage, MO).

FOOD TRUCK & VENDOR GUIDELINES & REGULATIONS

1. Space is NOT guaranteed for returning vendors.
2. Any vendor seeking a space at this event must submit the included application together with ALL the following: 1)Signed 2022 Food Truck or Vendor Booth Application, 2)Signed Food Truck Friday Accident Waiver and Release of Liability Form, 3)Copy of all documents on the Document Checklist, 4)Payment in full
- 3. If you sign up for an event you will be invoiced through for that event, even if you choose to not participate. Invoices may be paid by check prior to the event to the City of Carthage and dropped off or mailed to Experience Carthage, MO, 402 S. Garrison, Carthage, MO 64836. Cancellations due to weather will receive a credit off the following months registration fee. Cancellations due to emergencies will be evaluated on a case by case basis. No credit will be given for cancelations made with less than 48 hour notice before the event.**
4. Home canned or jarred items are not permitted, due to the Jasper County Health Department regulations.
5. All vendors should plan to have their booth open and staffed from 11:00 a.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.
6. VENDORS MUST CHARGE AND PAY SALES TAX. Each vendor must track and report sales tax. All sales from Food Truck Friday must be collected and allocated to the city of Carthage for sales tax purposes. Contact the Missouri Department of Revenue for details: <http://dor.mo.gov/faq/business/special.php>
7. If you use a tent, it must be free standing and fit within your booth space. You may not use ground poles. Some booth spaces may have light poles or other permanent structures.
8. Water will NOT be provided by event committee, City of Carthage, or area retailers. Vendors should plan to provide their own water.
9. NO GLASS BOTTLES in Central Park.
10. Trucks must be unhitched from trailers and parked in public parking spaces by 10:00 a.m.
11. Each vendor is responsible for moving trash to the dumpster at the end of the night.
12. Electricity is provided to all 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 14-5oR) and (8) – 20amp 120volt GFCI outlets on each temp board. Please make sure to articulate your electrical needs on your application and contact event staff with any questions or concerns. It is not the responsibility of Experience Carthage, MO (City of Carthage, MO) to provide extension cords for vendors. Please plan accordingly.
13. Never touch a temporary power panel. If you have a power concern, contact event staff immediately.

If you have any further questions prior to arrival at the event, please contact Katie Fields, Tourism Director for Experience Carthage, MO at k.fields@carthagemo.gov or by phone 417-423-8075 (O) or 417-356-0271(C)

PLEASE REMEMBER THAT YOUR REGISTRATION CAN NOT BE ACCEPTED UNTIL WE HAVE RECEIVED YOUR COMPLETED SIGNED FORM, PAYMENT, AND ALL REQUIRED DOCUMENTATION.

FOOD TRUCK FRIDAY ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM

FOOD TRUCK FRIDAY EVENT DATES FOR 2022:

April 8, May 13, June 10, July 8, August 12, September 9, October 14
Carthage Central Park (714 S. Garrison Ave., Carthage, MO 64836) 11am-9pm

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, and 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 act 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: Experience Carthage, MO, 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 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 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 to 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

NAME OF TRUCK/BUSINESS

SIGNATURE

DATE

FOOD TRUCK FRIDAY FOOD TRUCK APPLICATION

PLEASE SUBMIT THIS FORM VIA EMAIL TO k.fields@carthagemo.gov.

Contact Name _____ Company _____

Address _____ City _____ State _____ Zip _____

Phone _____ Facebook/Instagram _____

Email address (REQUIRED) _____

MO Tax ID Number _____ Do you use friers? Yes _____ No _____

Description of ALL Products. HIGHLIGHT any items you would like to consider exclusive for advertising.

Date(s) of desired participation:

April 8___ May 13___ June 10___ July 8___

August 12___ September 9___ October 14___

Electricity:

120volts___ # of cords ___ amps

240volts___ # of cords ___ amps

Space Requirements:

Truck/Booth Type: _____ truck; _____ trailer; or _____ tent/canopy (must be freestanding).

Space required/requested: 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 need to be moved to a parking area by 10:00am. All vendors should plan to be 50 feet from a power source. If parallel parking your rig is an issue, please plan to arrive before other vendors to allow more room to maneuver or pull in versus parallel park.

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

_____ PLEASE INITIAL TO INDICATE YOU ACCEPT ALL TERMS STATED ON THIS APPLICATION.

By submitting the application, the undersigned acknowledges receiving, reading, and fully understanding all the included guidelines and regulations. I understand that submission of this application with the required documentation does not guarantee my admission to Food Truck Friday in Central Park. Experience Carthage, MO, City of Carthage, and affiliated venues, volunteers, and sponsors are NOT responsible for accidents or theft.

Signed _____ Date _____