



## MOBILE FOOD/FOOD COTTAGE VENDOR APPLICATION FORM

**Application Deadline: Thursday, Sept 1, 2016, 5:00 P.M.**

Food Vendors are invited to participate in the 9<sup>th</sup> Annual Chalk the Block Public Art Festival for food vending opportunities on **October 14, 15 & 16**.

### THE EVENT

On October 14-16, 2016, the City of El Paso Museums and Cultural Affairs Department (MCAD) in partnership with the El Paso Community Foundation will host *Chalk the Block 9 Public Arts Festival* (CTB9). Chalk the Block has become an El Paso signature event that provides an opportunity for the community to experience downtown in a whole new light with amazing sidewalk chalk art competitions, live music, and delicious food, an interactive Kids Zone, large scale temporary public art installations and murals.

**NOTE: Vending opportunities this year are October 14-16**

**Hours of Operation:**

**Friday "Beats and Eats" Event Soft Opening, October 14: 6:00 pm – 10:00 pm; FOOD TRUCKS ONLY**

**Saturday, October 15: 10:00 am – 10:00 pm**

**Sunday, October 16: 11:00 am – 3:00 pm**

### **MOBILE FOOD/FOOD COTTAGE VENDOR APPLICANT INFORMATION**

Applications must be **received by MCAD via e-mail by 5:00 pm on Thursday, September 1, 2016**. Vendors will be notified and charged a nominal fee for the rented space. Vendors will be responsible for bringing all operation equipment and supplies. Spaces are limited!

**FOOD CRITERIA & SELECTION** In order to ensure diversity in cuisine, pricing, and menus, Chalk the Block Committee will review all applications and determine participants. The CTB Committee looks to include small, locally owned businesses that will provide a wide array of food and beverage options. Food vendors not selected will be placed on an Alternate List in the event of a cancellation. **\*\*Please note:** Participation in the Downtown Artist and Farmers Market (DAFM) does NOT guarantee participation in CTB. Accepted DAFM vendors **MAY** be eligible for a discount pending the attendance requirement.\*\*

- NEW: CTB Food Operations have expanded! **Current DAFM Food Cottage Vendors** are invited to apply for CTB. Must adhere to Texas Food Cottage Law and Department of Public Health Temporary Food Establishment permitting guidelines. **Pre-packaged, appropriately labeled food item sales ONLY**, per the Food Cottage law. For more information visit the Art and Farmers tab at the MCAD website: [www.elpasoartsandculture.org](http://www.elpasoartsandculture.org)
- Up to 25 **Mobile Food Vendors** will be accepted to CTB9. **Tent sales and food prep prohibited.** Food Truck vendors must have all current, necessary mobile food permits and be in compliance with the standards set forth by the Department of Public Health. Vendors must visibly display all permits.
- All selected vendors are expected to sign and date Vendor Agreement at time fees are collected. Within two weeks of the event's completion all participating vendors must submit a CTB9 Post Event Evaluation to maintain eligibility to participate in future CTB events.

- All **Mobile Food Vendors** must attend a **mandatory CTB9 Food Vendor Orientation** scheduled **Monday, October 10, 2016** in the City Hall second floor Conference room at **6:00 pm**.
- **Food Cottage Vendor orientation** is scheduled **Wednesday, October 5 at 5:30 pm**.

For further information please contact Valerie Venecia at 212-1780 or via e-mail at [VeneciaVM@elpasotexas.gov](mailto:VeneciaVM@elpasotexas.gov)

### SPACE GUIDELINES

#### 1. General Logistics

- Participating Mobile Food Vendors should plan for their truck to remain on the event footprint all three days. Food Trucks will not be permitted to exit or re-enter due to the event layout and limited entrance/exit space.
- Vendors must bring their own supplies and equipment (food, vehicles, food supplies, stoves, grills, electricity, water). **Access to electricity is NOT included.**
- All participants are responsible for their own cleanup. All cardboard and large scale waste must be broken down prior to disposal within the Food Court designated dumpsters.
- All trucks and trailers are required to unhitch so as to ensure maximum capacity of the Food Court space. On-site parking is prohibited.
- Although event security will be on-site during the event, vendors are responsible for assigning an individual to remain with the space at all times.
- **Patio furniture is NOT allowed.** Two designated sitting areas will be provided by the event organizers.
- Spaces will be assigned by the Vendor Coordinator. Assignments are final; **vendors may NOT reassign themselves. Booths are Non-Transferable.**
- CTB9 vendor permits must be displayed at all times. Vendors without these permits will be asked to leave immediately.

Failure to be ready for business on time and maintain full operations throughout the event may result in future ineligibility to participate. **Please be advised that typically over 40,000 attend CTB annually.** It is imperative that all selected food vendors be prepared to provide full menu operations throughout the entire event. All Mobile Food Vendors should be fully staffed and prepared to provide service in a timely manner. Excessive delays or long lines may also affect future participation eligibility.

#### 2. Friday October 14 Logistics: **MOBILE FOOD VENDORS ONLY**

**Hours of Operation: 6 pm – 10 pm**

All participating food truck vendors will be provided a load-in appointment beginning at 4pm. Failure to arrive at your appointment time will result in load in delays and/or a reschedule. All Food Truck support vehicles must be off the footprint by 5:30 pm. To ensure that load in runs in as smoothly as possible, **PLEASE BE ON TIME. ALL vendors MUST be ready to sell by 5:30 pm.**

#### 3. Saturday October 15 Logistics

**Hours of Operation: 10 am – 10 pm**

Check in and set up will begin at **8:00 a.m.** on **Saturday, October 10.** Food Truck support vehicles must be off the footprint by 9:00 am. **ALL vendors MUST be ready to sell by 10:00 a.m.** Teardown will tentatively begin at 9:00 p.m. (times may be extended; TBD). Although the food court will be locked, overnight security is not provided; vendors are responsible for their own equipment, supplies and personal property.

**FOOD COTTAGE VENDORS will be assigned a space within the Artisan Vendor sections; a map and load-in appointment will be assigned to each vendor.**

#### 4. Sunday October 16 Logistics

Check in and set up will begin promptly at **9:00 a.m. on Sunday, October 16**. Food Truck support vehicles must be off the footprint by 10:00 am. **Everyone must be ready to sell by 11:00 a.m.** Teardown will tentatively begin at 3:00 p.m. (times may be extended). All must be cleared off the footprint by 6:00 pm.

5. **NOTIFICATION & CANCELLATION**

All selected vendors will be notified by September 15, 2016. No refunds will be issued if the event is cancelled or should the vendor be unable to participate.

6. **LOGISTICS**

- a. **Parking:** Pay to Park Available at the Mills Plaza and the Convention Center Parking Garages. Only the food trucks themselves are allowed to remain parked in the Food Court. No extra vehicles will be permitted inside the food vendor area during the event.
- b. **Trash:** Vendors are responsible for removal of all trash from the vendor space and must dispose of trash properly in the appropriate city containers. Containers will be provided and volunteers will be onsite to help. Vendors must breakdown all cardboard prior to placing in waste receptacles provided.
- c. **Sales Tax:** All vendors are responsible for collecting and paying Texas State Sales Tax as applicable to their product. You may obtain more information or a tax permit at the State Comptroller's web site ([www.window.state.tx.us](http://www.window.state.tx.us)) or by calling 1-800-252-5555.

**6. FEES and PERMITS**

Food Cottage vendors are responsible for their food handler's permits and fees. Food Cottage vendors are expected to comply with the Temporary Food Establishment Permit guidelines set forth by the Department of Public Health. CTB9 will provide the Temporary Food Establishment Permit for the duration of the event.

**FOOD VENDOR FEE SCHEDULE (NON-REFUNDABLE)**

**\$400.00 Food Truck Vendor; \$100.00 Downtown Artist and Farmers Market (DAFM) Food Truck Vendor Rate \$100.00 Food Cottage Vendor; \$25.00 DAFM Food Cottage Vendor Rate** – Vendors must be CURRENT DAFM vendors AND have participated in the Market at least 6 times within the 3 months prior to the CTB application deadline (September 8). Market Coordinator will verify attendance. **PLEASE NOTE: Participation in the DAFM does NOT guarantee acceptance to CTB programming.**

**BOOTH FEE PAYMENT:**

Booth fees are due to MCAD by 5:00 pm **Thursday, September 29, 2016**. Exact cash, checks or credit cards (Visa, Mastercard, Discover) are accepted forms of payment. Credit cards may be taken over the phone or in person at the MCAD office located at 400 W. San Antonio Ave., Suite A, El Paso, Texas 79901. **\*\*Payment in full and Vendor Agreement signature page is required by the deadline to guarantee and confirm participation and vendor space.\*\***



## Food Vendor Application

Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

Name of Business and type of cuisine offered:

Mobile Food Unit Measurements: Height: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_

Description of food item(s) to be sold (must include price range):

ITEM	PRICE

PLEASE EMAIL THE VENDOR APPLICATION FORM, ALONG WITH IMAGES OF FOOD TRUCK AND  
MENU ITEMS TO VALERIE VENECIA at  
[veneciavm@elpasotexas.gov](mailto:veneciavm@elpasotexas.gov)

[CTB9 2016 Mobile Food Vendor Memorandum of Understanding](#)

**Thank you for your participation and support of Chalk the Block and our efforts to provide access to the arts and support of small local businesses. Your Signature reflects your commitment to this year's festivities, cooperation with our guidelines, and understanding of all that is required to participate this year.**

- **Load in** take place by appointment beginning at **4pm on Friday, October 14**. Spaces will be assigned by Food Vendor Coordinator. Failure to arrive at your appointment time will result in vendor re-assignment based on availability.
- Upon entry through Main Street through South El Paso, vendors will be greeted by Food Truck Vendor Coordinator and Big Boy Concessions who will escort participants to their space and help begin inspections. Once unhitched, vehicles may exit through Oregon St. All vehicles not serving food must be off the footprint by 5:30 pm Friday, October 14.
- Electricity is not provided; all must bring their own generator or form of electricity. All extension cords must be specifically for outdoor and commercial use. Be sure to bring necessary lighting.
- Fire extinguishers are required. When in doubt, please ask.
- All vendors are responsible for obtaining and maintaining current Mobile Food Permits; be sure that hot/cold running water are in operation as well as have your Mobile Food Permit adequately displayed. Any vendors needing additional ice or water may refer to Big Boy Concessions for assistance. They will have water, dry/ice on site in exchange for a nominal fee.
- Taking of water from neighboring businesses and buildings may be considered theft and is absolutely prohibited as it is classified as non-potable and therefore is a Public Health Code violation. Failure to observe this guideline may result in future ineligibility to participate.
- **Event Hours:** All must be ready for business by **5:30 pm Friday, 9:30 am Saturday, and 10:30 am Sunday**. Refer to check in schedule each day to plan adequate prep time. Failure to operate at full capacity during all CTB9 hours of operation may result in ineligibility to participate in future CTB Public Arts Festivals.
  - Tear down times tentatively will begin at an hour to close each day. Vendor Coordinator will communicate with participants each evening.
- Two Food Court dining areas will be provided this year to accommodate our customers: one within the Court, the second in Cleveland Square Park. All Food Truck vendors are responsible for maintaining common area cleanliness. Volunteers will be onsite to assist you.
- All Food Trucks are responsible for removing their own trash and waste. Be sure to breakdown all cardboard and large items prior to disposing them within designated dumpsters.
- **Absolutely NO DUMPING** of water, oil, or trash is permitted within the street or the City's Green/Blue bins or sewers. All items must be disposed of at the commissary location; large bins will be provided and volunteers will be onsite to assist you as needed. Illegally dumping of any kind is strictly prohibited. Failure to observe this guideline will result in ineligibility to participate in future MCAD events and programs.
- All participating vendors must provide required fees by 5:30 pm **Thursday, September 29**
- All participating vendors must attend a **mandatory Food Vendor Orientation** scheduled **Monday, October 10** at **6pm** at City Hall in the 2<sup>nd</sup> Floor Conference Room.
- All Vendors must complete a Post Event Evaluation form within two weeks following CTB9 to maintain eligible status for future participation in MCAD events and programs.

**I have read the Food Vendor Memorandum of Understanding and agree to operate within the requirements and guidelines to ensure the success of Chalk the Block 9.**

Food Truck Vendor Name (Truck and Owner/Manager): \_\_\_\_\_

Food Truck Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Information: \_\_\_\_\_

[CTB9 2016 Food Cottage Vendor Memorandum of Understanding](#)

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- Resale is prohibited. All items are to be made by the person selling.
- All food items must be prepackaged, sealed, and appropriately labeled, or prepared and ready for sale upon arrival. Absolutely no food preparation on-site or out of the vendor booth space is permitted.
- All Food Cottage Vendors are expected to operate within the Temporary Food Establishment permitting guidelines as set forth by the El Paso Department of Public Health.
- All food items for sale should be fresh and free of spoilage.
- While lighting is provided during the evening hours, electricity is not. Vendors are welcome to provide their own battery operated LED light strands at their discretion.
- **Event Hours:** All must be ready for business by **9:30 am Saturday**, and **10:30 am Sunday**. Refer to check in schedule each day to plan adequate prep time. Failure to operate at capacity will result in individual(s) ineligibility to participate in future CTB Public Arts Festivals.
  - Tear down times tentatively will begin at an hour to close each day. Vendor Coordinator will communicate with participants each evening.
- All Food Cottage Vendors are responsible for removing their own trash and waste. Be sure to break down large items prior to depositing into designated dumpsters.
- All participating vendors must provide **fees by 5:30 pm Thursday, September 29**
- All Vendors must attend a mandatory **Orientation on Wednesday, October 5 at 5:30pm** in the City Hall 2<sup>nd</sup> Floor Conference Room located at 300 N. Campbell.
- Food Cottage Vendor spaces are assigned; space assignments will be provided during check in on Saturday, October 14 beginning at 8:00 am. Booth Spaces are non-transferable and non-refundable.
- **Late and early arrivals may result in space forfeiture.** It is imperative that all art vendors plan to arrive no earlier than 8:00 am and allow themselves enough time to set up before resuming street closures at 9:45 am.
- All vendors are strictly prohibited from consuming alcohol during CTB9 hours of operation.
- All vendors must complete a Post Event Evaluation form within two weeks of the event's completion to maintain eligible status for future participation in MCAD events and programs.

**I have read the Food Cottage Vendor Memorandum of Understanding and agree to operate within the requirements and guidelines to ensure the success of Chalk the Block 9.**

Food Cottage Vendor Name (Include Business Name if applicable): \_\_\_\_\_

Food Cottage Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Information: \_\_\_\_\_