



## CALL FOR FOOD TRUCK VENDORS

Food Truck Vendors are invited to participate in the 12th Annual Chalk the Block Public Art Festival for food vending opportunities on October 11, 12, and 13.

### THE EVENT

On October 11-13, 2019, the City of El Paso Museums and Cultural Affairs Department (MCAD) in partnership with the El Paso Community Foundation will host Chalk the Block 12 Public Arts Festival (CTB12). Chalk the Block has become a signature El Paso event that provides an opportunity for the community to experience downtown in a whole new light with amazing sidewalk chalk art competitions, live music, great local food and art vendors, an interactive Kids Zone, and large scale temporary public art installations.

**Food Vending opportunities this year are October 11-13** (October 12-13; Food Cottage Vendors)

Hours of Operation:

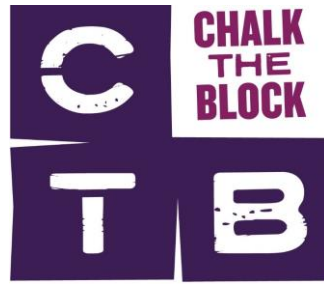
Friday "Beats and Eats" Event Soft Opening, October 11th: 6:00 pm – 10:00 pm; FOOD TRUCKS ONLY

Saturday, October 13: 10:00 am – 10:00 pm

Sunday, October 14: 11:00 am – 3:00 pm

### APPLICATION DEADLINE:

- Applications must be received by 11:30pm on Sunday, August 11th .
- Accepted Food Truck Vendors will be notified and charged a fee for their booth space.
- Vendors will be responsible for bringing all operational equipment and supplies.



## HOW TO APPLY

- All applications must be submitted online.
- No paper applications will be accepted.
- Incomplete or late applications will not be considered
- Submission of an application does not guarantee acceptance

### To apply go to:

[www.chalktheblock.com](http://www.chalktheblock.com)

Click on Get Involved – then click on Vendors

### Or Go to:

<https://www.surveymonkey.com/r/CTB12FoodTruck>

## QUESTIONS OR ASSISTANCE

For further information or assistance, please contact **Ms. Rebecca Munoz** at [munozra@elpasotexas.gov](mailto:munozra@elpasotexas.gov) or **Lucero Duran** at (915) 212-1780 and [DuranLA2@elpasotexas.gov](mailto:DuranLA2@elpasotexas.gov) all technical assistance must be requested by Wednesday August 7<sup>th</sup> at 6pm

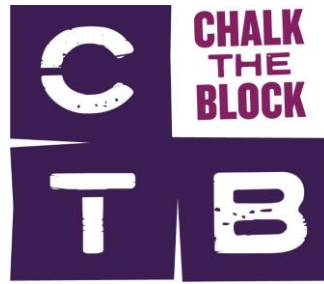
## FOOD VENDOR FEES (NON-REFUNDABLE)

- \$600.00 Food Truck Vendor
- \$300.00 Downtown Artist and Farmers Market (DAFM) Food Truck Vendor Rate

### PLEASE NOTE:

- Participation in the DAFM does NOT guarantee acceptance to CTB programming.
- Previous participation at Chalk the Block does not guarantee a space at this year's event.
- MCAD and CTB Committee's reserve the right to curate selected applicants for diversification of items.

### VENDOR FEE PAYMENT:



- If selected, vendor fees are due in full between **Tuesday September 3<sup>rd</sup> and Monday September 16<sup>th</sup> by 5pm.**
- Exact cash, checks or credit cards (Visa, Mastercard, Discover) are accepted during regular office hours, Monday-Thursday 9am-5pm.
- 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.
- No CTB vendor payments will be taken during DAFM hours of operation. Selected CTB participants will have the opportunity to pay their vendor fees Saturday, September 7<sup>th</sup> and September 14<sup>th</sup> from 1pm-2pm at the DAFM information tent on Anthony St.

In the event that spaces become available, alternate vendors will be notified and will have 72 hours to submit payment

**\*\*Failure to provide payment in full and completed Vendor Agreement by the deadline will result in forfeiture of the space which will then be offered up to an alternate. \*\***

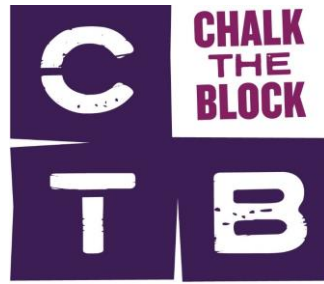
## FOOD CRITERIA & SELECTION

Locally owned businesses that provide a wide array of food and beverage options are invited to apply to be part of Chalk the Block 12.

Downtown Artist and Farmers Market (DAFM) Food Cottage Vendors:

- Current DAFM Food Cottage Vendors are also invited to apply for CTB.
- All food cottage vendors must adhere to Texas Food Cottage Law and Department of Public Health Temporary Food Establishment permitting guidelines.
- All items sold must be pre-packaged, appropriately labeled food item sales ONLY.
- For more information visit the Art and Farmers tab at the MCAD website: [www.elpasoartsandculture.org](http://www.elpasoartsandculture.org)

**\*\*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 an attendance verification requirement.\*\***



## SELECTION CRITERIA

In order to ensure diversity in cuisine, pricing, and menus, the Chalk the Block Committee will review all applications and select participants.

- Food Trucks and Food Cottage vendors may apply
- Food Truck vendors must provide copies of **all current City of El Paso Mobile Food permits, licensing, Food Handlers, and Insurance documentation.**
- Mobile Food Vendors must be in compliance with the standards set forth by the Department of Public Health.
- Food prep out of pop up tents is strictly prohibited.
- Up to 18 Mobile Food Vendors will be accepted to CTB12.
- Vendors must visibly display all permits.
- Food vendors whom submitted all appropriate documentation and were not selected will be placed on an Alternate List and contacted in the event of a cancellation.

## VENDOR AGREEMENTS

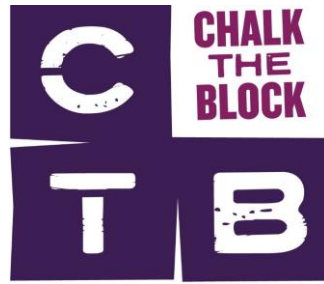
- All selected vendors are expected to sign and date Vendor Agreement at time fees are collected.
- Within two weeks of the event's completion all participating vendors must submit a CTB12 Post Event Evaluation to maintain eligibility to participate in future CTB events.

## MANDATORY ORIENTATION

- All Food Truck Vendors must attend a mandatory CTB12 Food Truck Vendor Orientation scheduled Tuesday, October 1<sup>st</sup> at City Hall second floor Conference room, 6:00 pm.

## NOTIFICATION & CANCELLATION

All selected vendors will be notified by 6:00 pm on August 19, 2019. No refunds will be issued if the event is cancelled or should the vendor be unable to participate.



## SPACE GUIDELINES

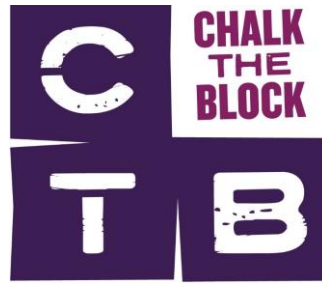
### General Logistics

- Participating Food Truck Vendors should plan for their truck to remain on the event footprint all three days. **Food Trucks will not be permitted to exit the footprint 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, ice, as appropriate). 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 in their truck during operational hours
- Patio furniture is NOT allowed. 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 and spaces are Non-Transferable.
- CTB12 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 in MCAD events
- All Food Truck 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.
- 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.

## LOAD-IN AND TEAR DOWN

### Friday October 11 Logistics: FOOD TRUCK 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. Excessive tardiness will result in suspension of vendor.
- 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.

### **Saturday October 12 Logistics**

Hours of Operation: 10 am – 10 pm

- Check in and set up will begin at 8:00 a.m. on Saturday, October 12.
- Food Truck support vehicles must be off the footprint by 9:30 am.
- ALL vendors MUST be ready to sell by 10:00 a.m. Teardown will tentatively begin at 9:45pm.
- Vendors are responsible for their own equipment, supplies and personal property.
- Food Trucks MUST stop taking food orders 15 minutes prior the event closing. Failure to do so will affect future participation eligibility

\*\*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. \*\*

### **Sunday October 13 Logistics**

- Check in and set up will begin promptly at 9:00 a.m. on Sunday, October 13.
- Food Truck support vehicles must be off the footprint by 10:30 am.
- Everyone must be ready to sell by 11:00 a.m
- Teardown will tentatively begin at 2:45 p.m. All must be cleared off the footprint by 5:00 pm.

### **ADDITIONAL LOGISTICS**

#### **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.

**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 in the food court area.
- Absolutely no dumping of oil or grease on food truck footprint. Violators will be suspended and banned from all MCAD events.
- Vendors must breakdown all cardboard prior to placing in waste receptacles provided.

**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.

**Fees and Permits:**

- Food Cottage vendors are responsible for including current food handler's certificates with their applications and fees by the deadline.
- Food Cottage vendors are expected to comply with the Temporary Food Establishment Permit guidelines set forth by the Department of Public Health.