





## SET-UP

Type of Set-up (check one):      Truck      Trailer      Cart      Tent      Other: \_\_\_\_\_

Size of trailer/set-up:

**\* Food Vendors will be assigned an arrival time weekly and must stay till the event is over.**

## ELECTRICAL

\* Electrical needs must not exceed 15A/ 120 volts.

\* Vendors are encouraged to be self-sufficient and must be prepared to have a quiet generator for electricity needs.

Additional Electrical needs:

## ADDITIONAL VENDOR INFORMATION

- The City of Cheyenne will provide **one (1) parking pass per vendor** to park in the assigned spots in Depot Plaza parking lot.
- Vendor spaces will be limited to no more than 5 per week. Vendors will be determined by availability, size, and variety of food.
- FOTP event will run from 5:30pm to 9:30pm. **Food vendors must arrive on time, be in place by 3:30pm, and stay until the event is over.**
- All vendors **must have the required permits** from the State, City and Health Department agencies to participate.
- The City of Cheyenne will enforce the no dogs, no smoking or vaping venue policies and ordinances.
- FOTP marketing will include ads and social media posts. Please email logos to [events@cheyennecity.org](mailto:events@cheyennecity.org)

## ADDITIONAL COMMENTS



## 2023 FRIDAYS ON THE PLAZA FOOD VENDOR CONTRACT AND CONDITIONS

<b>EVENT DATES</b>	Every Friday from June 2nd to August 25th, 2023
<b>LOCATION</b>	Depot Plaza, Cheyenne, WY - 1 Depot Square Capitol &, W 15th St, Cheyenne, WY 82007
<b>FEES</b>	<b>\$100 per week. Fee must be paid by noon on the Friday before your scheduled date to be on the plaza.</b> Bring check (payable to: City Treasurer), cash or credit/debit card to the Community Recreation & Events office, 2101 O'Neil Ave, Room 302. Fee may also be paid by phone with credit/debit card.
<b>PLACEMENT</b>	Food trucks must arrive on time and be in place by 3:30pm, Friday afternoon. The road will be closed at 4pm sharp. Placements will be determined depending on availability, size, and variety of food and will be rotated from week to week. A map of placements will be emailed on Thursdays.
<b>HOURS</b>	Food trucks are responsible for maintaining adequate staffing at all times between 3:30pm and 9:30pm.
<b>SANITATION</b>	Area surrounding Food Trucks must be kept clean at all times by the Food Truck Vendor. Trash containers will be provided.
<b>SIGNAGE</b>	Food Truck Vendors will provide their own signage that must be professional in appearance.
<b>INSURANCE</b>	The City of Cheyenne assumes <b>no responsibility</b> for loss or damage to the Food Truck, its property, employees or guests. Each Food Truck Vendor must provide the necessary permits & insurance through the City of Cheyenne City Clerk's office.
<b>FIRE/FIRST AID</b>	Each Food Truck must always have an approved fire extinguisher and first aid kit in the truck, to be in compliance with the Cheyenne Fire Department.
<b>ALCOHOL</b>	No alcoholic beverages may be sold or served by the Food Truck.
<b>PROHIBITED ITEMS</b>	<b>No alcohol or glass bottles allowed at the venue.</b>
<b>CANCELLATION POLICY</b>	A representative from the City of Cheyenne can cancel the event due to weather or other safety issues. There will be no refund due to a Food Truck vendor canceling or not showing up.

### SIGNATURES

\* I have read the Food Truck Vendor Contract and Conditions and hereby agree to comply with the requirements, rules, and regulations.

Date:	_____	_____
	Food Truck Vendor Printed Name	Food Truck Vendor's Signature
Date:	_____	_____
	Food Truck Owner Printed Name	Food Truck Owner's Signature