

FRIDAYS ON THE PLAZA 2023 VENDOR APPLICATION FORM

Complete and return form to the Cheyenne Civic Center or email to events@cheyennecity.org by March 31, 2023

VENDOR INFORMATION						
Contact Name:		Vendor Name:				
Phone:		Email:				
Address:						
City/Town:		Postal Code:				
Website:						
EVENT INFORMATION						
Event Name: Fridays on the Plaza 2023		Event Location/Address: Depot Plaza, Cheyenne, WY 1 Depot Square Capitol &, W 15th St, Cheyenne, WY 82007				
Participation Start Date: June 2, 2	2023	Last Date of Participation: August 25, 2023				
* Please return your co	mpleted application by, I	March 31, 2023.				
APPLICATION SUBMISSIC	ONS					
Submit application on-site or via	email.					
On-site: Cheyenne Civic Center - 510 W 2	20th St, Cheyenne, WY 82001	Email: events@cheyennecity.org				
DATES AVAILABLE (please check all that apply)						
June	July	August	Fridays Extended (CFD)			
2 9 16 23 30	7 14 21 28	4 11 18 25	July: 26			
* Please note that if you are selected for the Fridays Extended dates you must remain on the plaza for the entire week and will not be able to move your food truck.						
PROPOSED FOOD MENU (if you need additional space to list all food, attach a separate page)						
Bestselling food items (Top 3):						
Brief description of your cuisine:						



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

ADDITIONAL COMMENTS



2023 FRIDAYS ON THE PLAZA FOOD VENDOR CONTRACT AND CONDITIONS **EVENT DATES** Every Friday from June 2nd to August 25th, 2023 **LOCATION** Depot Plaza, Cheyenne, WY - 1 Depot Square Capitol &, W 15th St, Cheyenne, WY 82007 FEES \$100 per week. Fee must be paid by noon on the Friday before your scheduled date to be on the plaza. 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. PLACEMENT 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. **HOURS** Food trucks are responsible for maintaining adequate staffing at all times between 3:30pm and 9:30pm. SANITATION Area surrounding Food Trucks must be kept clean at all times by the Food Truck Vendor. Trash containers will be provided. **SIGNAGE** Food Truck Vendors will provide their own signage that must be professional in appearance. INSURANCE The City of Cheyenne assumes **no responsibility** 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. **FIRE/FIRST AID** 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. **ALCOHOL** No alcoholic beverages may be sold or served by the Food Truck. PROHIBITED ITEMS No alcohol or glass bottles allowed at the venue. CANCELLATION A representative from the City of Cheyenne can cancel the event due to weather or other safety issues. POLICY 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		