



FOOD TRUCK FRIDAY VENDOR CONTRACT

DATES

- June 14
- July 12
- August 9
- September 6

LOCATION

West Allis Farmers Market
6501 W National Ave, West Allis, WI 53214

4:00 p.m. – 9:00 p.m.

APPLY

- Applications must be submitted by May 1, 2019.
- Submit the completed application form with items listed below. Incomplete applications will not be considered.
 - Applications may be submitted online via email to cwhite@westalliswi.gov or mailed to:

*City of West Allis
Attn: Caitlyn White
7525 W. Greenfield Ave
West Allis, WI 53214*

ACCEPTANCE INTO EVENT

- Vendors will be notified via email or phone of confirmation.
- All fees are due after you've received an acceptance notification.

PAYMENT & FEES

- \$50 fee per Food Truck Friday event date, or \$175 for all four dates.
- Once accepted into event, vendor payments are due no later than May 31, 2019 5PM
- Failure to submit payments on time or return of checks for fees may forfeit your space in this event.
- Mail all payments and application information to:

*City of West Allis
Attn: Caitlyn White
7525 W. Greenfield Ave
West Allis, WI 53214*

SPACE ASSIGNMENTS

Booth locations will be determined no later than May 31st and will be sent out a week prior to the event date. Considerations will be based on competing food categories and time of submission of application. Submittal of application does not guarantee participation.

CHECK-IN / SET-UP

- Food/Snack Vendors are required to check-in with City Event Staff prior to setting up.
- Check-in information will be provided no later than the Monday prior to the event.
- Booths must be open by 4:00 p.m. and remain open until 9:00 p.m.
- Food/Snack Vendors must be present and open for business during ALL event hours. (unless alternative arrangements have been agreed upon)

CANCELLATIONS

- Food Truck Friday will take place rain or shine. Only severe or inclement weather will result in event cancellation or closure. The City of West Allis will provide notice of cancellation by 12:00pm on the day of the event.
- The entry fee is non-refundable for no-shows and for cancellations made less than thirty days (30) prior to event.

CITY REQUIREMENTS

- Licensing Required: City of West Allis Temporary Food license; OR Department of Agriculture, Trade and Consumer Protection (DATCP) Temporary Food license. Learn more via this link [Mobile Food Vendor Information](#)
- If it is your first time participating in a City of West Allis event, vendors must be inspected by the Health Department prior to the start of the event.
- The City of West Allis Tourism and Event Coordinator will send the guidelines for temporary food establishments from the Health Department and Fire Department upon notice of acceptance into the Food Truck Friday event.
- Vendor shall provide logos/pictures for the event promotions as soon as possible via email to cwhite@westalliswi.gov.

INSURANCE

The vendor shall indemnify and hold the City of West Allis harmless from any or all damages, judgments and claims which may be asserted against the City by reason of any damages or injuries sustained by any person or to any property unless caused by the sole negligence of the City. The vendor shall provide a certificate of insurance disclosing the terms of automobile and general liability covering the vendor.

AGREEMENT TO TERMS

The City of West Allis Food Truck Vendor Application/Agreement does not guarantee acceptance into the event. By signing the application/agreement the vendor agrees to all the terms and conditions set forth by the event if vendor is selected to participate in event.

By signing below I have agreed to all specific terms in the vendor contract.

Vendor Signature

Date Signed

Printed Vendor Name

Vendor Business Name

Section 4: Release And Hold Harmless Agreement For Food Truck Friday Series Sales

This document transfers liability and risk to the signatory. Please read before signing.

I, _____, have signed a Vendor Contract to participate in the Food Truck Friday Series located at 6501 W. National Ave., West Allis, Wisconsin by occupying a space as assigned by the City of West Allis, at the Farmers' Market location, for the express purpose of the selling of food, of which I have the authority and control to offer for sale, the nature and amount of which is more specifically defined in the Vendor Contract.

I am informed and acknowledge that, while participating in the sale of food at the West Allis Farmers' Market location, that I am not insured by the City of West Allis for personal injuries, medical expenses, property damage or loss of any other type, including that sustained by third parties. I am further informed and acknowledge that although participating in the sale of food at the Food Truck Friday Series, I am not an employee of the City of West Allis for any purpose, to include coverage under the Wisconsin Worker's Compensation statute.

In consideration of the opportunity to participate in the sale of food at the Food Truck Friday Series, and for other valuable consideration, the receipt and adequacy of which are hereby acknowledged, I release, forever discharge and hereby hold harmless the City of West Allis, Wisconsin, a municipal corporation, its departments, commissions, officials, agents and employees, his, her, its or their successors and assigns and all other persons, firms or corporations who are or might be liable ("Released Parties") from any and all claims, demands, damages, costs, actions and causes of actions of whatever kind or nature which I may now have or may hereafter have, on account of, or in any way growing out of, any and all known and unknown bodily injuries, personal injuries and property damage, whether developed or undeveloped, resulting from or arising out of my participation in the sale of food during the Food Truck Friday Series at the West Allis Farmers Market as outlined herein.

This Release extends to any and all claims I have or may have against the Released Parties, even if such claims result from strict liability or negligence on the part of any or all of the Released Parties.

I understand that this means that I agree not to sue any or all of the "released parties" for any injury resulting to myself, my agents acting under my authority or my property arising from, or in connection with my participation in the sale of food during the Food Truck Friday Series as outlined herein.

However, I do not release any released parties from any intentional or reckless misconduct on a released parties' part.

By signing this release, I certify that I have read this release, fully understand its terms, understand that I have given up substantial rights by signing it and am not relying on statements of any one released thereby. I further acknowledge that I have had the opportunity to discuss and negotiate the terms of this release with the West Allis City Attorney and specifically waive such opportunity.

Signature and Release:

Vendor Signature: _____



Vendor Application

CONTACT INFORMATION

Business Name: _____ Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

EVENT DATES

Which dates will you participate in?

- June 14
- July 12
- August 9
- September 6
- All four dates

FOOD TRUCK CATEGORY

Choose Category:

- Food Truck
- Food Trailer
- Food Vendor
- Other: _____

Dimensions:

Height: _____ Width: _____ Length: _____

WE WANT TO PROMOTE YOU

Website: _____

Facebook: _____

Instagram: _____

Other: _____

PROMOTE YOUR INVOLVEMENT. The City of West Allis works to provide you a well-organized, promoted and advertised event, but we can't do it alone. SHARE your participation with your loyal followers and fans, so they can catch your great food at this year's Food Truck Friday.

MENU

Please list your menu and prices below. You may also attach a copy of your menu to this application.

MENU ITEM	PRICE

If menu items vary from event to event, please let cwhite@westalliswi.gov which days you will be serving specific menu items.