



ANNUAL FALL FESTIVAL TRUNK-OR-TREAT CAR SHOW

2023 FOOD TRUCK INFORMATION

SET-UP INFORMATION: Please check in before setting up. Set up **SATURDAY, OCTOBER 21st, 2023, from 9:30 a.m. – 11:30 a.m.** Please arrive anytime during this window to set up for the event. Food Trucks may **NOT** setup prior to this time. Event hours are 12:00 p.m. – 4:00 p.m. **ALL FOOD TRUCKS SHOULD USE THE LORI RD | FRITH LN ENTRANCE.** This event has a rain date of Saturday, October 28th, 2023.

SET-UP INSTRUCTIONS: If additional transportation is needed, please park, and remove everything out of your vehicle and remove your vehicle before setting up your food truck. Space is limited and this makes it easier for everyone and makes room for others to unload. **PLEASE NOTE THERE IS NO VENDOR PARKING.** Only public event parking is available with an overflow site. All vendors are expected and **AGREE** to remain all day. All vendors are responsible for the security of their own property. **FOOD TRUCKS MUST BE MANNED AT ALL TIMES.** Vendors must provide their own tents, tables, and chairs if needed. Any tents, banners, or advertisements containing profanity, nudity or anything that is in violation of Chesterfield County code are prohibited. All vendors are responsible for the collection of any and all sales tax and meeting local license and permit requirements for resale, if applicable. Any music or sound equipment should be heard at your location only. Any **USE OF A GENERATOR MUST HAVE PRIOR APPROVAL.** All generators must be quiet, no exceptions. **ELECTRICITY IS NOT AVAILABLE.**

BREAK-DOWN INSTRUCTIONS: Removal of your Food Truck will start **AFTER 4:00 p.m.** or when officials deem it safe for vehicles to enter and exit the area. Any Food Truck leaving prior to the 4:00 p.m. end time will **NOT** be considered for future events. Vehicles are **NOT** to be brought into the event area during the event time. Food Trucks are responsible to completely clean up their area, including removal of all trash (use of the garbage bins supplied for the event patrons is prohibited).

FOOD|DRINKS|ALCOHOL: No alcoholic beverages can be brought to the festival area by anyone. **ALCOHOL STRICKLY PROHIBITED.** All food and non-alcoholic drink items will be sold by **FOOD TRUCKS ONLY.** All cooking equipment must meet state and county safety codes. Proper food preparation, temperature control and cleanliness are the responsibility of the food vendor and its staff. Food for personal consumption of vendors and their staff is permissible.

HEALTH PERMIT: Food Vendors **MUST HAVE** all necessary Chesterfield County Health Department Food Permits. Permit application and fees should be processed **DIRECTLY** to the Health Department **NO LATER THAN SEPTEMBER 15th, 2023.** For more information visit <http://vdh.virginia.gov>.

SPECIAL REQUEST: Special request must be made on the food vendor application and there is no guarantee any special request(s) may be granted.

ADDITIONAL INFORMATION: Additional information can be found online and <http://chestervarotary.org>. For additional questions or information please email us at chestervarotary@gmail.com or call (804) 715-1829. *This is an all-volunteer organization and responses may not be immediately, please be patient.*

PRESENTED BY:



ANNUAL FALL FESTIVAL TRUNK-OR-TREAT CAR SHOW

2023 FOOD TRUCK APPLICATION

DEADLINES: all applications must be **RECEIVED BY OCTOBER 1st, 2023**. Any applications received after the deadline will be considered on a case-by-case basis and if approved, assessed a \$15 late fee. Online payments, checks, or money orders **PAYABLE TO: Chester Rotary** are accepted. Any returned checks will be assessed a \$35 return fee.

EVENT DATE: SATURDAY, OCTOBER 21st, 2023, from 12:00 p.m. – 4:00 p.m.

EVENT LOCATION: Chesterfield County Central Library, 7051 Lucy Corr Blvd., Chesterfield, VA 23832.

RAIN DATE: Saturday, October 28th, 2023, from 12:00 p.m. – 4:00 p.m.

PLEASE PRINT OR TYPE OUT INFORMATION:

Vendor Business Name: _____

Vendor Contact Name: _____

Contact Number: _____ Contact Email (required): _____

Address: _____

List All Food Items You Will Sell: _____

*(You will only be allowed to sell what is listed. There will be **NO** alike multiple item food trucks, as determined by the festival staff. This is **FIRST COME FIRST SERVE.**)*

Special Request & Other Comments: _____

Additional Information: Will you be using a generator? Yes No

Will you be bringing a trailer|truck? Trailer Truck

\$50 Single Item Food Truck (limited to 2)

\$150 Multiple Item Food Truck (limited to 1)

In consideration to signing this form, I (the undersign, their staff and their affiliates), do hereby release any and all rights and claims against The Rotary Club of Chester, The Annual Fall Festival Trunk-or-Treat Car Show, its Coordinators, and assigns for any and all injuries and incidents suffered or by loss at the festival.

Signature: _____ Date: _____

By signing the above, I am stating that I have read and understand the application and information sheet enclosed.

INSTRUCTIONS: Please return the completed **SIGNED APPLICATION** along with payment to:

The Rotary Club of Chester
PO Box 3022, Chester, VA 23831

STAFF USE ONLY: Received \$ _____ via _____ on _____ Assigned Space # _____

PRESENTED BY:

