



2019-2020

Downtown Concert Series Food Truck Application

The Gilbert Special Events staff will review all applications. All accepted applicants will be notified via email or phone, and will be required to return a signed copy of the vendor procedures along with all required fees, business licenses and insurance documents.

To confirm your space, fees and required documents are due within 4 business days upon acceptance.

About You and Your Organization

All event documents will be sent to the person and address listed on the application, so please help us out by being accurate and clear!

Name of Business/Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person(s): _____

Primary Phone #: _____ Secondary Phone #: _____

General description of product and price range:

E-Mail Address: _____ Website Address: _____

Best way to contact you? No Preference Email Phone Regular Mail

I, (print your name) _____ as the authorized agent for the above named organization agree to hold the Town of Gilbert harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment or personal property which I may have on the grounds of a Town of Gilbert special event and any injury or damage that might be caused to others arising from my organization's participation in this event. I also understand that the Town of Gilbert will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of event patrons. I also certify that the above named organization is in compliance with all State health and tax regulations and if applicable, operations are appropriately permitted by Maricopa County. All requests are subject to acceptance by Town of Gilbert staff and their decision is final. I understand that my signature holds me responsible for the information on this agreement. By signing below I agree to abide by the rules and conditions set forth by the Town of Gilbert. If you are accepted and have been formally notified, additional fees may be paid in one of two ways: Credit Card or Check (which can be made directly to the Town of Gilbert- Parks and Recreation/ Special Events).

Signature: _____ Date _____ Print Name: _____

**FOR OFFICE USE ONLY:
DATE REC'VD.**

PAYMENT DUE:

**DATE PAYMENT MADE:
INITIALS:**

CONCERT DATES

This is an annual interest form only. Submission does not guarantee acceptance.

All accepted applications are contingent until payment, business license, certificate of insurance are received by designated deadline.

- **CONCERTS ARE HELD ON THURSDAY EVENINGS, 6:30 -8:30 P.M.**
- **FOOD TRUCKS ARRIVE ON-SITE BY 5:30 P.M.**
- **OPERATIONAL BY 6:00 P.M.**

FALL 2019:

OCT. 10 **OCT. 24** **NOV. 7**

SPRING 2020:

MARCH 12 **MARCH 26** **APRIL 9** **APRIL 23** **MAY 7** **May 21**

TRUCK OVERVIEW

SPACE REQUIREMENTS:

Food Truck: _____ Food Trailer: L _____ by W _____

Serving Window Side: Driver Side Passenger Side

APPLICATION CHECKLIST

The following information is required for ALL APPLICATIONS (applications NOT including the following will not be considered).

- Completed Application
- Space requirements/footprint diagram with measurements
- Booth/Food Truck Photo
- Description of product and price list.

UPON ACCEPTANCE

Fees and required documents are due within 4 business days upon receiving notification of acceptance. NO REFUNDS

- Fee: \$75
- Certificate of Insurance naming Town as additional insured
- Copy of Gilbert Mobile Vending License
- Vendor Procedures Signature Page

RETURN APPLICATION TO:

Mail: Gilbert Parks and Recreation Department/Special Events
90 E. Civic Center Drive, Gilbert AZ 85296
Fax: (480) 503-6204 **Email:** Dina.Lopez@gilbertaz.gov