

Food Truck Application

In addition to the many wonderful dining options close to the Boathouse District, a variety of food trucks will be available at the Oklahoma Book Festival.

Location: Boathouse District

Date/Time: Saturday, September 21, 2019, 10:00 am to 5:00 pm.

Attendance: Anticipated attendance for the inaugural Oklahoma Book Festival is 5,000 – 6,000.

Food Truck Fees:

\$100.00: Standard Registration Fee

All fees are nonrefundable after August 15, 2019.

Please note, there is limited space available, and only ten food trucks will be selected.

Food Truck/Vendor will receive:

- One parking pass
- One food vendor listing in Festival publication (if registered by August 30, 2019)
- One food vendor listing on Festival website

Food Truck/Vendor Application Acceptance Policy: Confirmation for the Oklahoma Book Festival is based on the date and time of application submissions AND payment. Additionally, for food trucks, we will take your menu into account when we receive your completed application as our goal is to bring local food vendors/food trucks to the forefront to provide a unique experience for attendees by ensuring variety. The OBF will limit food trucks based upon cuisine offered. For example, the OBF will take only one barbeque truck, one ice cream truck, one taco truck etc. The OBF reserves the right to turn down applications (and return fees) based on the number of applications received and overall variety of applications.

Proceeds: Food trucks and vendors keep 100% of their proceeds for sales on the day of the event. However, food trucks are not allowed to sell alcoholic beverages.

Set-up, Hours, Teardown: Food Trucks/Vendors may begin to arrive as early as **7:00 a.m. on Saturday, September 21**. All set-up must be completed by **no later than 9:00 am**. The event begins at 10:00 a.m. and all food trucks/vendors are required to remain open until **5:00 p.m.** on event day. There will be **NO** teardown prior to 5p.m.

On-site Resources: All food trucks must be able to operate independently of any provided resources at the Oklahoma Book Festival including water, electrical, refrigeration and any materials. Vendors are responsible for all set-up and clean-up of their space on the Boathouse District parking lot and their immediate area surrounding such space.

Operating License, Insurance: Food trucks must include with their application a copy of their **Oklahoma State Food Truck Operating License** and their **Oklahoma Sales Tax Permit**. In addition, food trucks must also provide an **Insurance Certificate** indicating at least \$1,000,000 (one million dollars) each occurrence

and \$1,000,000 (one million dollars) in the aggregate for bodily injury and property damage with regard to use at the Boathouse District. Insurance certificate is required with the application.

Food Trucks and Vendors will be provided spaces based upon their order of arrival. Food trucks must plan on being there for the entirety of the event (10:00 am to 5:00 pm). Your food truck must be in place and operational no later than 9:00 am.

_____ Yes, I am applying as a food truck vendor for the Oklahoma Book Festival on Saturday, September 21, 2019. I have read and understand the event information, agree to comply with the requirements and have enclosed the payment for the applicable fees. I agree to accept all responsibility for any personal injury, property damage, loss or other harm suffered by myself or otherwise due to my participation in the event. Further, I shall indemnify and hold harmless the Oklahoma Book Festival and the Boathouse District against all suits, claims, demands and losses including costs, expenses and attorney's fees incurred as a result of any action or omission, neglect or misconduct of the food truck/vendor.

Food Truck/Vendor Name: _____

Contact Person: _____

Phone: _____

Email: _____

Address: _____

_____ ST _____ Zip _____

Website: _____

Type of Food/Theme: _____

Signature _____ Date: _____

Please mail your application and requested documents to:

Oklahoma Book Festival
Oklahoma Department of Libraries
Attn: Connie Armstrong
200 NE 18th Street
Oklahoma City, OK 73105

Or via email to connie.armstrong@libraries.ok.gov.