



## 2018 EVENT INFORMATION

## OLD NATIONAL EVENTS PLAZA OCT 13

Thanks for your interest in participating in the first annual Evansville Taco Festival. Our goal is to provide local and regional restaurants, food trucks, and start up an opportunity to showcase their offerings within an exciting taco festival environment. Coupled with music, beer and a friendly food competition, we hope to make this a big success for you and a great experience for our community. With huge crowds attending similar taco festivals in other markets, our festival will likely become one of the largest annual events in Evansville!

Please review the participation information below, and then complete and submit the application agreement form along with payment to address provided. Early bird deadline for submitting your application is August 31<sup>st</sup>. Final application deadline is October 5th.

By submitting your application, you agree to the terms of the agreement, and verify that you hold the proper permit, approvals and insurance to conduct food truck or food vendor business within Evansville, IN.

**IMPORTANT:** If you anticipate participating, please send an email to [info@tacofestivevansville.com](mailto:info@tacofestivevansville.com) so that we will have a sense of the total number of likely food trucks and can plan accordingly.



## GENERAL VENDOR INFORMATION

Evansville Taco Festival will be held at the Old National Events Plaza on Saturday, October 13th, 2017 from 11am until 7 p.m. The event is open to the public for a general admission fee sold in advance or purchased the day of event. There will also be Premium and VIP ticket options available online and sold in advance of event (details below).

**LOCATION:** Most vendors will be set up on Locust St adjacent to, and facing, the grassy area along the civic center grass area. (A diagram map with truck locations will be provided two weeks ahead of event.) As food truck sizes vary, please make sure to provide the length and width that you will need on the application. Please also provide approximate weight as lighter trucks and carts will be positioned on the grass. All outdoor space agreements are for the ground, as-is, tents or any other structures are not included. A portable fence



will be set up to enclose event activities, which will include food trucks, additional vendor booths, a stage for music and judges, beer pouring area, various tables and seating, and kids area.

**SET UP:** Food truck and vendor set up is from 6:00 a.m. until 9:00 a.m. on the day of event. Vendors personal must be parked off site,

included food trailers pullers. Final instructions along with parking instructions will be provided to participants two weeks prior to the festival. Food trucks/vendors must be open, staffed and ready to operate by 10:45 a.m.

**COMPETITION:** All vendors will be eligible for the festival's "People's Choice Award", determined by festival attendees. A celebrity judge contest will also be held, determining several category winners plus the "Evansville Taco Festival Champion". All winners will receive a plaque, featured in various media...*plus 2017 bragging rights!* People's Choice and Festival Champion winners will also receive a cash prize of \$100 each.

**RATE:** Participation fees are as follows:

- **Food trucks/trailers/restaurants \$149** (*paid before 8/31/18*) or **\$199** (*after that date*)
  - Includes area to park food truck or trailer | add \$50 for electric
- **Non-Restaurant - Street food vendors \$99** (*paid before 8/31/18*) or **\$149** (*after that date*)
  - 10x10 area | add \$50 for 10x20 area | add \$50 for electric
- **Non food trucks/general vendors \$99** (*paid before 08/31/18*) or **\$149** (*after that date*)
  - 10x10 area | add \$50 for 10x20 area | add \$50 for electric

**ADMISSION:** General Admission - \$4.99-\$14.99 at gate (plus online fees), children under 6 are free  
Premium - \$19.99-\$29.99 (plus online fees), details are on our described online  
VIP - \$34.99-\$44.99 (plus online fees details are on our described online)

**CHARITY:** Fiesta Evansville has been selected as our charity. A portion from every ticket sale will be donated the Fiesta Evansville mission, which is to help local Latino students with scholarships for secondary education.

**FOOD VENDOR RESPONSIBILITIES:** Each vendor will collect taco vouchers and receive \$2 per taco and will be paid after the close of the event. **VERY IMPORTANT:** Cash will not be accepted by vendors.

Each food truck/vendor will also be required to hold or obtain all the necessary permits to operate a Food Truck in the City of Evansville, Indiana. And have passed any health and fire inspections prior to the event start time on the day of the festival. Signage and menu should be visible for patrons during event hours. All areas around and under your truck are your responsibility to keep clean and free of spills or grease stains. Fines will be assessed for any waste or damage left behind.

**INSURANCE:** All food vendors are required to carry and maintain at their own cost and expense a general liability insurance policy with a minimum single limit of \$1,000,000 and \$2,000,000 aggregate for bodily injury and property damage per occurrence for bodily injuries, wrongful death, or property damage occurring on or about the premises designated for the Evansville Food Truck Festival, naming its owner's, agents, and employees named as additional insured parties. All vendors must agree to provide proof of coverage and the additional insured listed via a certificate of insurance prior to October 1st, 2018. Please name the following:

Certificate holder: The City of Evansville

Additional insured: Greater Evansville Media LLC (dba EvansvilleEvents.com)

**ELECTRICAL NEEDS:** Electrical connection setup and connection charges are \$50 additional. Please contact us if you require access to electric. Portable electric generators are not permitted unless strapped down to an approved food truck or compliant with the fire marshal.

**PAYMENT POLICY:** Payment is to be sent with application. Payment can be made by credit card, money order, or check. Once accepted as a food truck/vendor for the festival, no refunds will be given for any reason.

\*\*Be advised that we reserve the right to accept or reject any application based on the uniqueness and quality of products sold, services offered, or the appearance of your truck or booth. All event and food truck/vendor participation details are subject to change. Event will be held rain or shine.

Thank you again for interest in Evansville's first Food Truck Festival! We look forward to hearing from you and together creating a truly exciting event. Feel free to email us at [info@tacofestivalevansville.com](mailto:info@tacofestivalevansville.com) with any questions or comments.



## 2017 FOOD TRUCK / VENDOR APPLICATION

Please complete this form to be included in the 2017 Evansville Taco Festival to be held Saturday, October 14th at the Old National Events Plaza. By submitting this application form, you agree to all details and conditions outlined in the 2017 Taco Festival Event Packet included with this form. Additional information can be found at [EvansvilleEvents.com](http://EvansvilleEvents.com), Facebook page or by emailing [info@tacofestivalevansville.com](mailto:info@tacofestivalevansville.com)

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PLEASE MAKE CHECKS PAYABLE TO: GREATER EVANSVILLE MEDIA LLC

Name of Vendor: \_\_\_\_\_

Vendor Type: [ ] Food Truck [ ] Food Trailer [ ] Push Cart [ ] Tent Vendor [ ] Other \_\_\_\_\_

Size: \_\_\_\_\_ Approx. Weight \_\_\_\_\_

Name of Person Submitting: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & ZIP: \_\_\_\_\_

Website URL: \_\_\_\_\_

Tell us a little about your food truck / service: \_\_\_\_\_

Please scan application/take photo of application and email to [info@tacofestivalevansville.com](mailto:info@tacofestivalevansville.com)

***\*To ensure immediate acceptance into festival, please phone number 812-202-8171 to make payment with credit card, debit or to make an appointment to drop off check or cash.***

*Evansville Taco Festival is hosted and organized by Joe Notter and Randy Notter with [EvansvilleEvents.com](http://EvansvilleEvents.com), operated under Greater Evansville Media LLC. A portion of the proceeds will benefit Fiesta Evansville Scholarship Program.*