



Food Truck Vendor Application Saturday, August 19, 2017

Three decades after a small group of citizens joined together to walk in unity to confront the AIDS epidemic, we now prepare to mark our 30th annual AIDS Walk Colorado. More than 8,000 walkers and runners, fueled by donations from more than 13,000 individuals, will again take to the streets of Denver's Capitol Hill neighborhood to raise money to prevent the spread of HIV and improve lives affected by HIV and AIDS. Colorado AIDS Project is pleased to present this annual event, which will include a 5K Walk & Run, volleyball tournament, Celebration of Life Festival, panels of the AIDS Memorial Quilt, live entertainment, a beer garden, and a host of other activities.

Organization Name (as you would like it to be listed on ALL signage and recognition):

Address: _____

City: _____ State: _____ ZIP: _____

Contact Name: _____ Website: _____

Phone: _____ Secondary Phone: _____

E-Mail _____ Fax: _____

Food Truck Vendor Space Rental

Food Truck Vendor Space Rentals are a **flat fee of \$300 or 30% of sales for the day, whichever is greater** (or more, depending upon the business owner's generosity) donated directly to AIDS Walk Colorado's fundraising goals.

Electricity will not be provided for trucks. It will be responsibility of food truck vendor/owner to provide a generator if electricity is needed.

If your food truck is extremely large please notify us so we can plan accordingly.



Food Truck Vendor Policies

Please review the information on the following pages carefully. Your signature on the Policies Agreement acknowledges your understanding of all set Food Truck Vendor Policies and represents your accord to adhere to said policies.

Event Details:

Date: Saturday, August 19, 2017

Time: 8:30 a.m. - 3:00 p.m. (See below for set up times and instructions.)

AIDS Walk Colorado will provide:

- Roadway space inside park for approved Food Truck Vendors to park.

The Food Truck Vendor/Restaurant will provide:

- Appropriate Vendor fee
- Sufficient food to accommodate up to 2,000 attendees
- Plates, Utensils, Napkins, Serving Equipment (chafing dishes, heating units, tubs, etc...)
- Serving Staff
- Fire Extinguisher
- Your own electrical supply/generator
- You are welcome to bring your own establishment's promotional items such as banners, brochures and signs, etc. All signage must be for only the approved Vendor only and must be kept within your food truck space.

Please note:

Inspectors from the City and County of Denver Department of Public Health and Environment and the Denver Fire Department may be in attendance. The Department of Health or the Denver Fire Department will shut down any restaurant that does not comply with regulations or does not have all the appropriate approvals and permits. These policies and procedures will help make this a great experience for you and your staff.

Permits and Menu Approvals

You must have a permit for the day. When applying, please tell the Department of Public Health and Environment that the permit is needed for one day only (August 19, 2017) to participate in a non-profit fundraising event. PLEASE CONTACT THE CITY AT 311 TO OBTAIN PERMIT INFORMATION or you may go on-line at www.denvergov.org, and follow the agency links to the Food Safety section of Environmental Health.

Written Menu Approval from the City and County of Denver Department of Public Health and Environment MUST BE COMPLETED AT LEAST 10 DAYS PRIOR TO THE EVENT. **The city conducts menu reviews on Thursdays only.** Contact Linda Hollins at Linda.Hollins@denvergov.org or (720) 865-5392 to schedule your menu review.



Set Up:

Food Truck Vendor set up will be held on Friday, August 18, 2017 between 3:00 p.m. and 6:00

p.m. Food trucks are strongly encouraged to set up their trucks between these times as it might be difficult to get to your truck space on the morning of the event. If you cannot set up on Friday afternoon (we understand that food may need to be refrigerated beforehand and there will not be electricity provided), limited set up will be allowed on Saturday morning between 7:00 a.m. and 8:00 a.m. Driving on the grass will not be permitted. AIDS Walk Colorado staff will be available with golf carts to help move equipment from the street to vendor spaces on Friday afternoon. Vehicles MUST be moved out of Cheesman Park by 8:00 a.m. Saturday morning (excluding approved Food Truck Vendors parked in designated areas).

All food truck vendors must be open to event attendees by 8:30 a.m. Drive on passes and instructions will be sent to the food truck vendor contact via US mail prior to August 1, 2017. Please be sure to note which park entrance is designated for your arrival as there will be a heavy flow of traffic during set up times. Drive on instructions and park entrances **MUST** be adhered to.

Electrical Services:

No form of electrical service will be provided by AIDS Walk Colorado to food truck vendors. Food Truck Vendors needing electrical services will be responsible for providing their own electricity.

Food Truck Vendor Placement:

Each food truck vendor will be assigned a roadway space location at the discretion of AIDS Walk Colorado staff. Your location will be marked. Location moves will not be allowed on the day of the event.

Times of Operation:

All food truck vendors must be open to attendees between 8:30 a.m. and 3:00 p.m. Breaking down equipment and packing up cannot begin until the event is over. (Based on attendance, some early breakdown may be allowed at the discretion of the AIDS Walk Colorado staff.) You will not be permitted to drive your vehicle into Cheesman Park for clean up until after 3:00 p.m. and guests have exited.

Vendor Staff:

Please talk to your staff before the event regarding smoking and alcoholic beverages. Remember that your staff is representing your establishment at this event. No one should be serving or drinking alcohol at your booth space. As a courtesy to individuals visiting your booth we ask that you and your staff not smoke in your booth space. Smoking is not allowed in your food truck vendor space or on the AIDS Walk Colorado premises. Please remember that AIDS Walk Colorado is a family-friendly event. Attire and behavior should be kept presentable.

Food & Beverage

Only approved Food Trucks will be allowed to sell and distribute any non-alcoholic beverages or food items, including water. Exception is provided for distribution of candy.



Products/Sales:

Food Trucks, and only the approved Food Trucks, will be allowed to sell items from the Food Truck space. You may not designate a portion of your food truck space to another vendor. All sales must include sales tax. Products must be of an anti-discriminatory nature and appropriate for a family audience. AIDS Walk Colorado is not responsible for providing change for Vendor sales. No raffles will be allowed.

Canvassing:

All interaction with event attendees must be from inside your food truck space. Canvassing from outside of the approved food truck vendor space will not be allowed. Only the vendor named on the application is allowed to canvass from your food truck space. Food Truck Vendors may not allow third party vendors to utilize their food truck space for canvassing. Food Truck Vendors engaging in such behavior will be shut down and asked to leave and will forfeit their food truck vendor fees as well as the opportunity to participate as a vendor in future years.

Take-Down and Clean-Up:

Vehicles will not be allowed to re-enter Cheesman Park until after 3:00 p.m. and after all guests have exited. Please adhere to the drive on instructions for set up and your designated park entrance. Additional help may be available if needed, but only after the designated end time of the event. All equipment must be removed from Cheesman Park on Saturday afternoon. Security personnel will be on duty at all times Friday and Saturday, including overnight on Friday, but will not be on duty on Saturday after 6:00 p.m. AIDS Walk Colorado is not liable for any equipment, including rental equipment, left in the park post event.

Our volunteers and staff will do their best to help empty your trash receptacles throughout the event. If this becomes a problem, please alert an event staff member or event volunteer. Food Truck Vendors are expected to leave surrounding food truck vendor area clean and in good condition. Volunteers and staff are here to help you clean up, but it is your duty as an event participant to help keep your area clean. Thank you.



Policies Agreement

All participating food truck vendors in AIDS Walk Colorado agree, to the fullest extent permitted by law, to defend, indemnify, and hold harmless The Colorado Health Network/Colorado AIDS Project and their directors, officers, employees, volunteers, and agents against claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from negligent acts or omissions of the vendor, or anyone directly or indirectly employed by them. **All Vendors are required to hold liability insurance naming Colorado Health Network, Inc. as additional insured.**

Colorado AIDS Project reserves the right to notify and expel any individuals who fail to comply with rules, regulations or warnings. Colorado AIDS Project is not responsible for loss due to weather or other acts beyond our control.

I have read and agree to the terms and conditions of the AIDS Walk Colorado Policies document. My signature below indicates my agreement to adhere to all policies.

Authorized Signature: _____ Date: _____

Title: _____

Please send application and signed Policies Agreement with your payment to:

Jaime.MarstonCook@coloradohealthnetwork.org

OR

Colorado AIDS Project
AIDS Walk Colorado Vendor
6260 E. Colfax Ave.
Denver, CO 80220

If paying by credit card, the full amount of rental fee will be charged at the time the application is approved.

Circle one: VISA MasterCard American Express Discover

Card number: _____ Exp. Date _____

Name on Card: _____

Mailing Address associated with Card:

Authorized Card Signature _____ Date: _____

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