2021 Fridays On The Plaza
Food Truck Vendor Application

Food Truck/Business Name: __________________________________________________________

Contact Person:  ___________________________________________________________________

Phone: __________________________ Email: _____________________________________________

Address: __________________________ City: __________________ Zip Code: _____________

Website:  _______________________________________________________________________

Type of Set-up (circle one): Truck  Trailer  Cart  Tent  Other: __________________________

Size of trailer/set-up: ______________________________________________________________

*Electrical needs must not exceed 110 volts. Vendors are encouraged to be self-sufficient and
must be prepared to have a quiet generator for electricity needs.

Type of Food:  ___________________________________________________________________

Fridays Extended dates during CFD:  July:  24 & 28*

*Please note that if you are selected for the Fridays Extended dates you must remain on the
plaza for the entire week and will not be able to move your food truck.

• The City of Cheyenne will provide one (1) parking pass per vendor to park in the
assigned spots in Depot Plaza parking lot.
• Vendor spaces will be limited to no more than 5 per week. Vendors will be determined
by availability, size, and variety of food.
• FOTP event will run from 5:30pm to 9:30pm. Food vendors must be in place by 3:30pm
and stay until the event is over.
• All vendors must have the required permits from the State, City and Health Department
agencies to participate.
• The City of Cheyenne will enforce the no dogs, no smoking or vaping venue policies and
ordinances.
• FOTP marketing will include ads and social media posts. Please email logos to
smartinez@cheyennecity.org
2021 Fridays On The Plaza
Food Truck Vendor Contract and Conditions

EVENT DATES
Every Friday from June 4th to August 27th, 2021

LOCATION
Depot Plaza, Cheyenne, WY

FEES
$100 per week. Fee must be paid by noon on the Wednesday before the Friday you are scheduled to be on the plaza. Bring check (payable to: City Treasurer), cash or credit/debit card to the Community Recreation & Events office, 2101 O'Neil Ave, Room 302. Fee may also be paid by phone with credit/debit card.

PLACEMENT
Food trucks must be in place by 3:30pm Friday afternoon. The road will be closed at 4pm sharp. Placements will be determined depending on availability, size, and variety of food and will be rotated from week to week. A map of placements will be emailed on Thursdays.

HOURS
Food trucks are responsible for maintaining adequate staffing at all times between 3:30pm and 9:30pm.

SANITATION
Area surrounding Food Trucks must be kept clean at all times by the Food Truck Vendor. Trash containers will be provided.

SIGNAGE
Food Truck Vendors will provide their own signage that must be professional in appearance.

INSURANCE
The City of Cheyenne assumes no responsibility for loss or damage to the Food Truck, its property, employees or guests. Each Food Truck Vendor must provide the necessary permits & insurance through the City of Cheyenne City Clerk’s office.

FIRE/FIRST AID
Each Food Truck must have an approved fire extinguisher and first aid kit in the truck at all times in compliance with the Cheyenne Fire Department.

ALCOHOL
No alcoholic beverages may be sold or served by the Food Truck.

MENU
Food Truck Vendor will provide a full menu and prices before the series starts.

CANCELLATION POLICY
A representative from the City of Cheyenne can cancel the event due to weather or other safety issues. There will be no refund due to a Food Truck vendor cancelling or not showing up.

I have read the Food Truck Vendor Contract and Conditions and hereby agree to comply with the requirements, rules and regulations.

__________________________________________  ________________________________________
Food Truck Vendor Name                      Food Truck Owner Name

__________________________________________  ____________________________    __________
Food Truck Phone Number                      Signature                     Date