

# SCARBOROUGH SUMMERFEST FOOD TRUCK AGREEMENT

This agreement between the Town of Scarborough Community Services (“SCS”) and the vendors that operate at Scarborough Summerfest explains what is allowed, permitted, and expected of each vendor.

## LICENSING/INSURANCE

All vendors must be licensed by the State of Maine prior to service. The Town of Scarborough shall be named as indemnify with each vendor’s insurance policy. Vendors must provide a copy of the insurance policy along with their vendor application. All vendors must have valid vehicle and worker insurance and have written acknowledgement of said insurance.

## SAFETY

Food safety is our primary concern. Each vendor is responsible for acquiring and maintaining all applicable licenses and permits for a food service operation. Further, each vendor will have a qualified ServSafe certified person on board at all times to ensure the safety of the products being served. Non-compliance with town, state, federal, and ServSafe regulations is grounds for expulsion from the event. Protective gloves and hair restraints must be used.

Each vendor is responsible for the safety and upkeep of their individual truck/trailer. All cords, fuel, and accessories will be maintained by a qualified technician. All refrigeration will be maintained and in good working order and include thermometers, as per state health code requirements. Each vendor must have a fire extinguisher on board at all times.

Participating vendors may not use additional signage, tables, sheds, coolers, or obstructions outside of the perimeter of the vehicle/cart without approval from SCS management. Electrical cords must be arranged in a manner as to not obstruct patrons or create hazards. Excessive lighting is prohibited.

Vendors must not amplify music. Items that could create a potential fire hazard are prohibited.

## SERVICES PROVIDED

SCS will make available: Trash removal, restrooms, parking, seating, security, ancillary marketing.

All vendors are requested to provide their own power via a generator, unless other arrangements have been made directly with SCS.

While wireless internet is available onsite, access is not guaranteed. We recommend having a hot spot or cellular access for credit card processing.

Amenities at our event DO NOT include the following:

- Cardboard disposal
- Wastewater/greywater disposal
- Waste oil disposal

- Use of coolers, storage, or dishwashing capabilities
- Ice
- Food preparation space
- Broken bills/change/currency exchange
- Individual water pressure hook-ups
- Staff overnight parking

### **FEES/CANCELLATIONS**

Each vendor is required to pay the \$150 vendor fee upon acceptance of their application by SCS. This will entitle each vendor to a trash barrel and bags for the event, provided by and disposed of by SCS staff.

Our intent is to remain open in most weather conditions. The decision to cancel or postpone the event is solely at the discretion of SCS management.

### **PARK/SERVICE REQUIREMENTS**

Vendors must be ready to open at 5:00 pm unless otherwise cleared by SCS management.

The actual Summerfest event takes place from 5:00 to 10:00 PM and includes a live band performance and fireworks. Vendors should be prepared to serve from 5:00 to until at least 10:00 PM.

Trucks/trailers will be stationed in the Wentworth Drive parking lot, adjacent to the Scarborough High School turf field. SCS staff will be on hand to situate all vehicles within this space. Additional vehicles of owners and their employees must park in the Wentworth School parking lot, located at 20 Quentin Drive in Scarborough. This parking area is easily accessible to food truck area.

Food trucks/trailers should not be left overnight unless cleared with SCS management. SCS is not responsible for any vehicle left onsite or its contents.

SCS cannot be designated as a drop-off site for deliveries. Each vendor is responsible for their own inventory and storage.

While SCS will attempt to limit cuisine overlap, no vendor is given exclusive rights to any specific cuisine or food items. SCS reserves the right to exclude specific menu items that conflict with its efforts to minimize overlap. SCS also reserves the right to remove menu items it deems to be a potential health hazard.

All vendors will abide by all Town of Scarborough ordinances.

### **CONDUCT**

All vendors and their employees will conduct themselves in a way that is considered by SCS management to be family-friendly and consistent with the SCS mission: "Scarborough Community Services aims to enhance the quality of life for all residents by promoting a community centered environment through properly maintained public spaces and engaging recreation opportunities." Any vendor deemed in violation of this will be closed for the evening.

No vendor will offer anything for sale that could be considered illegal, immoral, lewd, sexual, or not family-friendly, as determined by SCS management. Vendors cannot discriminate based on race, religion, age, gender, sexual orientation, etc.

**PARTICIPATION**

Participation is on an invitation-only basis. There are no rights for continued participation and vendors may be asked to leave the event for any reason at any time. SCS reserves the right to board/examine the truck/cart at any time to ensure compliance with the rules stated within during their time at the event.