

Event	Food Truck Information
<p>Louisville Summer Concerts in the Park Concerts are presented by the Louisville Cultural Council on Thursday evenings June 18-July 23 (no concert July 2). Shows are family friendly and past attendance has ranged from 600-2,000 per concert.</p> <p>5 vendors per concert are scheduled: 2 sweet, 3 savory. Additional vendors may be scheduled for concerts with a larger anticipated turnout.</p>	<p>Dates: Thursdays June 20-July 23, 2020</p> <ul style="list-style-type: none"> • June 18: LVDY (Folk, Dance, Pop) • June 25: Nosotros (Latin) • July 9: The Long Run (Eagles Tribute Band) • July 16: Float Like a Buffalo (Funk) • July 23: Ron Ivory with One on One and Miles Apart Band (Motown) <p>Location: Community Park, 955 Bella Vista Dr, Louisville Set up: 5:30pm, earlier if needed. Service time: 6:00 pm-8:15pm (music begins at 6:30) Load-out: Begins at 8:15</p>
<p>Louisville's 4th of July Fireworks Fireworks are put on by the City. Event includes children's activities, food trucks and live music by the Boulder Concert Band starting at 6:00. Fireworks begin at dark.</p> <p>10 food vendors are scheduled. Golf course club house also sells beer and wine during the event.</p>	<p>Date: Saturday, July 4, 2020 Location: Coal Creek Golf Course, 585 Dillon Rd, Louisville Set up time: 4:30-6:00 pm Service time: 6:00-start of fireworks (typically 9:30pm-9:45pm) Load-out: Vendors may load out when fireworks begin at approximately 9:30 pm. Vendors loading out after the fireworks will need to wait to move vehicles until after the crowd has dispersed, typically at approximately 10:15pm.</p>
<p>Labor Day Festival Festival accompanies the Labor Day Parade. Event includes vendor booths, art show, free swimming at adjacent pool, magic shows, inflatables, homemade pie contest, and family-friendly concert by Jeff & Paige.</p> <p>8 food vendors will be scheduled. In addition, an adjacent church hosts a fundraiser selling a pancake breakfast.</p>	<p>Date: Monday, September 7, 2020 Location: Memory Square Park, 801 Grant Ave, Louisville Set up: 7:00-8:45 am Service time: 9:00 am- 3:00 pm. *Vendors serving only lunch items may request to begin food service at 10:00, but all food trucks/booth set-ups must be in place by 8:45am due to street closures and foot traffic in the area. Load-out: Begins at 3:00 pm</p>

Application Checklist:

- Food Vendor Application
- Health Department License
- City of Louisville Sales Tax License/#
- Louisville Fire Protection District Mobile Food Vending Permit
- Zero Waste Guidelines
- Electrical Hookup Request

Food Vendor Application
City of Louisville Summer 2020 Special Events
Summer Concerts in the Park, Fourth of July, Labor Day

Business: _____ **Contact Person:** _____

Day/ Business Phone #: _____ **Cell # for day-of contact:** _____

Email: _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Website: _____

1. **Dates Requested:** Please indicate the dates that you would like to participate in 2020.

Summer Concerts in the Park

Fourth of July Fireworks

Labor Day Festival

____ June 18: LVDY (Folk, Dance, Pop)

____ July 4

____ September 7

____ June 25: Nosotros (Latin)

____ July 9: The Long Run (Eagles Tribute Band)

____ July 16: Float Like a Buffalo (Funk)

____ July 23: Ron Ivory with One on One and

Miles Apart Band (Motown)

2. **Food items available:** Only items listed here and on your Health Department license will be permitted.

3. **Health Department License**

____ My 2020 Health Department License for my mobile unit is attached.

____ I do not yet have my 2020 Health Department License. Previous license is attached (if applicable) and I anticipate being able to submit my 2020 license before May 15, 2020.

4. **Sales Tax License:** Vendors are responsible for collecting applicable sales tax for the items sold.

____ My City of Louisville Sales Tax License # is _____.

____ I am applying for a Sales Tax License. <http://www.louisvilleco.gov/home/showdocument?id=15027>

5. **Louisville Fire Protection District Mobile Food Vending Permit:** All food trucks operating in the City of Louisville must have an inspection by the Louisville Fire Protection District. Please call 303-666-8809 to schedule inspection.

____ My Louisville Fire Protection District Mobile Food Vending Permit is attached.

____ I will set up an inspection with the Louisville Fire Protection District and will provide the permit by 6/1/20.

____ I am utilizing a tent or cart set-up. Permit is not required.

6. Zero Waste Event Procedures: Louisville strives to make all City-sponsored events Zero Waste event. Recycling, compost and trash bins will be available for patrons. All plates, napkins, drink bottles, silverware, etc. must be recyclable or compostable. Please no plastic straws, plastic cutlery, Styrofoam, foil drink pouches or plastic bags. See the attached “Zero Waste Event Purchasing Guidelines” for EcoCycle’s guide to acceptable compostable and recyclable products.

I am familiar with Zero Waste events and will distribute only compostable or recyclable materials.

I have questions about Zero Waste and/or would like more information.

7. Generator/Electrical Hook-up: All vendors for the Summer Concerts in the Park must provide their own generators/power source for the concerts—no electrical hookup is available. A limited number of electrical outlets are available for the 4th of July and Labor Day Festival. Outlets are standard 120 volt outlets. Vendor must provide appropriate extension cord. A \$35/event fee applies. You will be invoiced after dates are confirmed. Please do not send payment now.

I will provide my own generator/power for all events.

I would like to request access to an electrical outlet for the following events at a cost of \$35/event:

Fourth of July Fireworks

Labor Day Festival

8. Participation Fee: Fee is \$30 per event, payable to the City of Louisville. You will be invoiced after dates are confirmed. Please do not send payment now.

Please invoice me for all event participation fees after dates are confirmed.

Signature

Date

Please return completed applications to: Katie Zoss, City of Louisville Arts & Events Program Manager, kzoss@louisvilleco.gov, 749 Main St, Louisville CO 80027. Questions? 303.335.4581.

Timeline: Applications will be reviewed and food vendors selected beginning March 6, 2020. Any vendor spots remaining after March 6 will be filled on an ongoing basis.

Selection process: Vendors must submit completed paperwork including Sales Tax license # (or application) and appropriate health department license. Efforts are made to schedule a variety of food trucks and food offerings for events. Special consideration is given to vendors based in Louisville and surrounding communities.

Payments: Please do not send payment with your application. Once food trucks have been selected, the City of Louisville will send an invoice for all participation fees (\$30/scheduled event) and electrical hook-up (\$35/event requested).