

Welcome to Chowtown!



We want to showcase local culinary talent, to give chefs and culinary entrepreneurs a place to show off their talents surrounded by supportive community and shared infrastructure. We are creating a meeting place for people who are interested in creating and eating great food, building community and celebrating diversity.

GENERAL INFORMATION: We are open 12-8pm Fridays and Saturdays, and 11-3pm on Sundays. As the season changes, our hours will too. Our location is 1602 S. Mildred St, Tacoma WA 98465 in the James Center North shopping center across the street from Tacoma Community College.

2019 WEEKEND FEES: The 2019 weekend fee requires a flat non-refundable \$75 per day on Friday and Saturday, and \$50 for Sunday brunch. This fee is due 7 days prior to event date in order to guarantee participation (see cancellation policy below). Submit the application and fee. Application with fee does not guarantee participation. Acceptance into the event is based upon date and time of receipt of application, type of food vendor and payment. All applicants will receive a confirmation e-mail indicating whether they have been approved to participate in the event, and no fees will be processed unless participation is confirmed. We reserve the right to limit the number of vendors in a 'competing' food class. While we are unable to guarantee there are not competing vendors at Chowtown, we take this consideration very seriously during the mapping and placement of food trucks. This event will happen rain or shine, and no refunds will be given after the cancellation period.

PAYMENT: Vendor payment must be received with the application. All checks should be made payable to Chowtown LLC. Payment and application should be mailed to: Chowtown 611 N. 5th St. Tacoma WA 98403.

If you have any photos of your food truck, menus, menu items, or business logo that you would like used for marketing purposes please e-mail them to info@chowntowntacoma.com. Please call if you have any questions, 415-250-6161. If you need different payment options, please contact us directly.

INSURANCE: A Certificate of Insurance in the amount of \$1,000,000 general liability naming Chowtown as additional insured is required and due on file to Chowtown no less than seven days prior to the event.

HEALTH DEPARTMENT PERMITS: It is the vendor's responsibility to acquire all needed County and State permits. All information to obtain a Health Department Permit can be found at: <http://www.tpchd.org/food/temporary-food-establishment/>. Please make note that all Health Department applications and payment are submitted to the Tacoma-Pierce County Health Department and must be received 14 days before the event to avoid a late fee. For more information please contact Amanda Peters at 253-798-7677 or apeters@tpchd.org with the Tacoma-Pierce County Health Department. Any vendor who is found out of compliance with these permits/regulations on the day of the event will not be allowed to vend and will forfeit all fees paid to Chowtown. A copy of the temporary food permit will be required prior to your on-site arrival.

FIRE PERMITS/EXTINGUISHERS: All trucks must have the required permits from the Tacoma Fire Department. The Fire Prevention Bureau requires the following: •All food trucks using propane must have a fire extinguisher with a minimum UL classification of 2A4 0BC. Trucks that require deep frying food preparation must also have an additional fire extinguisher that has a minimum UL classification of 2A "K". •The inspection tags for each food truck's hood suppression system needs to be current.

POWER NEEDS: Chowtown has power available for your truck. We have four 50 amp and four 30amp circuits on the site, within 50ft of all available parking. If you have questions about compatibility, please let us know ahead of time. As we cannot 100% guarantee power availability, we recommend you bring your generator as a backup just in case.

TRASH/GARBAGE: It is each vendor's responsibility to remove all event related trash from their area. Chowtown will be responsible for providing garbage and recycling receptacles around the area for patrons to use.

GROUND SURFACE AND WEATHER: Chowtown is an outdoor event with parking on concrete surrounding our dining area. There can sometimes be locations that are not level. Please be sure to bring truck levels and let us know if you have any special requirements. Regardless of ground surface, the Fire Department requires that all tents have a 25lb weight on each leg for safety in any windy weather. Chowtown will take place rain or shine, please be prepared for all kinds of weather.

FULL DAY LOAD IN/LOAD OUT: Event load-in starts at 9:00AM. Once we receive all applications final confirmation and staggered arrival times for all mobile trucks will be sent out to ease load-in. All trucks must be ready to serve the public beginning at 12:00 Noon—NO EXCEPTIONS. Event load-out is following the end of the event. In order to ensure a safe exit of participants and food trucks, vendors will not be allowed to pack up and leave prior to 8: 00PM. All equipment, trucks, etc. must be removed this evening, no exceptions.

LUNCH/DINNER SHIFTS: Load in for the LUNCH shift will be staggered starting by 10 and ending at 11am. Lunch vendors must be ready to serve the public beginning at 12:00 Noon—NO EXCEPTIONS. The lunch shift ends at 3pm to allow time to load out and allow the dinner shift truck to load in. Load in for the DINNER shift is at 4pm, vendors must be ready to serve the public beginning at 5pm—NO EXCEPTIONS

CANCELLATION POLICY: Applicant is required to follow all rules and regulations set forth by all event, city, state and national law-making organizations. Food vendors have 15 days from the submission of application to cancel and receive a full refund for your 2019 festival vendor fee. Cancellation after the 15-day period will forfeit 100% of your application. Responsibility to perform in compliance is solely owned by the truck and noncompliance does not void above contract or festival fees.

INDEMNITY: All vendors shall defend, indemnify, and hold Chowtown and the Tacoma Housing Authority harmless against all liabilities, damages, costs, and expenses, including attorneys' fees, for personal injury, bodily injury (including death)

or property damage arising from any negligent or wrongful act or omission of vendor's employees, customers, clients, visitors, guests, or other invitees on or around the Chowtown Area, or arising from any breach of this Agreement by the vendor.

Vendor shall use legal counsel reasonably acceptable to the Tacoma Housing Authority in defense of any action within the vendor's defense obligation.

Any additional questions, please contact us at info@chowtowntacoma.com. Thanks for your time and we look forward to enjoying your food and company!

Kirsty Kalkhoven and Devon Long
Chowtown

CHOWTOWN CHECKLIST

- Completed application (menu information, photo of truck and/or any other item you would like to use for marketing).
- Required permits from Tacoma-Pierce County Health Dept. (Please attach) www.tpchd.org/food/temporary-food-establishment/ContactAmanda Peters for more information, apeters@tpchd.org 253-798-7677
- Ensure Washington State food handler's permits for all booth workers
- City of Tacoma Fire Department Vendor Acknowledgement
- Every participating food truck must provide Chowtown with a certificate of insurance naming Chowtown as additionally insured. The insurance certificate must be in the amount of \$1 million.
- Vendors must be self-sufficient. Chowtown provides, but cannot guarantee, power and water.
- A fabulous seating area will be provided.
- All tents must be secured with stabilizing weights, no staking allowed.
- Propane tanks must be secured. Bring truck levels just in case.
- Fire extinguisher with minimum of 2A-10BC capacity.
- Pre-event payment: (non-refundable).
- Chowtown will be on site at 9:00 AM day of to start parking trucks. Vendors must be ready to serve food by 12:00 PM –no exceptions.
- Vendors must not leave before prior to 8:00PM, mobile food vendors must wait until the public has totally cleared before leaving the area. (Application will be confirmed when payment is received. This is a rain or shine event. No refunds).
- All vendors are encouraged to reduce portion sizes to promote multiple purchases by diners. All weekday lunch vendors should have one item for TCC students available with a student ID for a reduced price.
- Chowtown is a smoke-free facility, please refrain from smoking on the property.

CHOWTOWN
FOOD TRUCK APPLICATION
 Friday, July 12-Sunday, July 14th, 2019

Company Name
Applicant Name
E-mail Address
Website Address
Mailing Address (City, State, Zip)
Phone Cell Phone (Day of Event)
Points of Contact (Day of Event) YES/NO
Have a current City of Tacoma Business License?
Included in my application is a picture(s) of my mobile food truck that can be used for marketing/promotional purposes.
Space Required (length of truck or cart):
Amps Required (amount of power drawn by truck):
Yes, I will bring my own generator
Serving Window: Driver Side ____ Passenger Side ____
Type of Food/Theme (Explain) Menu Items: (Attach menu or list as many as possible and include prices for all items)

Signature

Date

By signing, you agree to all the terms and conditions listed above.