



Schertz Cibolo Local Vendors Extravaganza Food Truck & (Non-Cottage) Food Vendor Policy

Vendor Organizers:

Samantha Tounget	325-212-4905
Michelle Neal	210-725-3609

Vendor email: SchertzCiboloVendor@yahoo.com

Event Website: SchertzCiboloVendors.com

REGISTRATION & PAYMENT

COMPLETE AN APPLICATION

All food trucks and food vendors (that do not fall under the Cottage Rule) wishing to participate at our events must complete the registration application for the month of the event. ***A new application will be shared for each monthly event.* Applications can be found at www.schertzcibolovendors.com.

- Returning food trucks & food vendors must complete this application EACH month.
- New vendors must complete this application.
- Upon submitting an application, you will receive a copy of your application.
- [Registration does not guarantee vendors a spot.](#)
- We only allow one food truck/food vendor selling the same food product(s).

Electricity Use

If you will require electricity and do NOT have a generator, you must complete the regular vendor application so we can place you in a spot with electricity access.

DEPOSIT

Food trucks & food vendors must give a \$50 deposit when committing to participate at our events. This deposit is fully refundable as long as the food truck shows on event day.

[Vendors will be invoiced for the \\$50 once their application has been accepted.](#)

- Payment must be made promptly to reserve your spot.
- **Payment not made after 5 days will be cancelled and the food truck will forfeit their business with us for this event.**

FOOD TRUCK PLACEMENT

- Trucks and food vendors are located in the “food area” of the vendor event.
- Trucks are mapped out according to the truck’s length, serving window, and number of participating food trucks and vendors.
- Truck and food vendor placement will be emailed to you by THURSDAY before the event day.

CITY PERMITS

It is the food truck/food vendor’s responsibility to be up-to-date on City of Schertz permits.

- A copy of your permit must be on file with the Schertz Cibolo Local Vendor Extravaganza.
- Email permits to: SchertzCiboloVendor@yahoo.com
- New food trucks (that haven’t participated with us) must email their permit BEFORE they can participate at an event.
- Vendors with EXPIRED permits must renew their permit and email the new permit to us BEFORE they can participate at the next event.

PLEASE NOTE: Food vendors (not under Cottage Rule) must have a day permit with the city.

IMPORTANT: The city inspector DOES visit our events and WILL shut you down for not having proper permits.

GARBAGE

Food trucks and food vendors MUST provide a trash bag/can - no exceptions.

CANCELLING AN EVENT

All cancellation requests must be emailed: schertzcibolovendor@yahoo.com

- Please cancel as soon as possible so that we can find a replacement.
- If a vendor cancels within 7 days of the event date, they will forfeit their deposit.
- In special circumstances, we will work with food trucks who must cancel for emergencies.

DEPOSIT REFUND

- Please allow up to 7 business days for a full refund, as long as the food truck/vendor showed on event day.
- Refunds will not be given if the food truck cancels within 7 days of the event date or is a no show.

ARRIVAL

- Arrival time is dependent on truck placement and serving side. This information will be shared with you no later than the WEDNESDAY before the event.
- Some trucks may need to drive through the vendor event area to get to their spot. Please drive SLOWLY and watch out for people.
- Be mindful of the height of your truck and drive your truck carefully, avoiding low hanging tree branches or other nature-made obstacles.
- Food vendors (without trucks) may be placed in the food area or with the other vendors.
- **Any damage of your food truck and/or vehicle is not the responsibility of Michelle Neal, Samantha Tounget, or Schertz United Methodist Church.**

PARKING

If you are detaching your vehicle from the food truck, are a food vendor without a truck, or you have family/friends helping you, all participants must abide by our parking expectations.

- **PREFERRED: We ask that vendors park across the street (Garcia's parking lot) to allow enough parking places for our customers.**
- Vehicles may also park in the vendor parking area, located in the BACK of the church, between the dumpsters and Green Valley Road.
- Vehicles may NOT be parked in the vendor area at any time. This includes family/friends helping you unload.
- Vendors may NOT park in the parking lot spots on the SIDES of the church.

BREAK DOWN

- Food trucks and food vendors must remain open for the duration of the vendor event.
- DO NOT PACK UP OR LEAVE BEFORE THE EVENT IS OVER.
- Breakdown may begin at 3:00 pm.

IMPORTANT INFORMATION

Trash

Vendors are responsible for their own trash and must provide their own trash bag.

- Vendors may dispose of their trash in the trash receptacle at the back of the church.
- Vendors MAY NOT dispose of their trash in the trash cans located in the church. These are for customers only.
- Samantha and Michelle are NOT responsible for disposing of vendor trash.
- Vendors that give away samples or anything that lead to customer trash MUST PROVIDE A TRASH CAN at their booth.
- All FOOD VENDORS must provide a trash can/bag.
- Please pick up all trash/litter around your booth area before leaving for the day.

Restrooms

Church restrooms are for VENDORS ONLY. However, if a customer asks you about using the restroom, PLEASE DIRECT THEM TO SAMANTHA OR MICHELLE. Do not allow customers inside the church building unattended!

Playground

The playground belongs to Grace Place Learning Center and is off limits to vendors and customers.

Weather

Please prepare for extreme temperatures, whether they be very cold or very hot. Dress appropriately and bring items that help you with comfort (e.g. jacket, fans, water, etc.)

During our hottest months (May-September), we will provide a cooling station with fans, water, and a cool place for customers to rest.

Severe Weather

- Samantha and Michelle closely monitor weather conditions leading up to event days to ensure smooth planning.
- Our events will proceed as scheduled, regardless of rain, heat, or cold. However, if severe weather (such as extreme cold or storms) is forecasted, the final decision on the event's status will be made by Samantha Tounget and Michelle Neal at that time.
- In the event that weather conditions make an outdoor event unfeasible, vendors will be promptly informed and provided with alternative options.

Safety & Respect

- Vendors are responsible for the safety of others on site, including any damages or injuries incurred as a result of negligence.
- Vendors agree to work in a respectful and courteous manner with other vendors, customers, and vendor event organizers.
 - Vendors will discuss concerns privately with Samantha and/or Michelle.

Failure to abide by any of our policies or procedures may result in decline of future registration.

OPTIONAL

Vendor Spotlight

Each month, we ask participating vendors for a little summary and a few photos of their business. We post these on the Facebook event page so customers can get to know you a little better. It's a great way to advertise your business!

- Look for an email to go out with this information about 2 weeks before an event.
- We do ask for this information each month, as we copy and paste the business summary into the Facebook event post.

Scavenger Hunt

Each month, we hold a scavenger hunt for children and adults to participate. In order to make this activity successful, we need your help!

Purpose: Provide an engaging family activity while also motivating customers to visit all areas of the event.

How it Works: Customers pick up a scavenger hunt card from the "red table" near the indoor booth entrance or from a participating vendor. Each card has 20 pictures. As customers walk around the event, when they find a matching picture displayed at the booth, the vendor of that booth will stamp the matching picture on their scavenger hunt card. Once customers have 15 or more stamps, they will earn a prize. Prizes can be picked up at the "red table." Child participants will win a small toy, while adult participants will be entered to win a gift certificate. This gift certificate may be used only with participating vendors. The recipient of the gift certificate will be reimbursed.

Vendor Participation: Vendors who wish to participate in the scavenger hunt must complete a new sign up form each month. This form will be emailed or shared on our vendors-only Facebook group. If more than 20 vendors sign up, vendors will be picked randomly for that month. Chosen vendors will be invoiced \$10 to help cover the cost of prizes and supplies. On the day of the event, participating vendors will receive a scavenger hunt poster to display in their booth and a stamp (for stamping cards). These items must be returned after the event.