



## Food Truck Application

Thank you for your interest in the PARKED event! You can find details on this year's event below. Please note that this application is for food trucks only. No pop-up tents or other food vendors are allowed. If you have any questions, please contact Kate at [kkinkaid@cityofshawnee.org](mailto:kkinkaid@cityofshawnee.org).

- **Location:** Stump Park, 4751 Woodland Dr, Shawnee, KS 66218
- **Date/Time:** Friday, June 28, 2024, 5:30pm-9:30pm
- **About:** This year's sixth Annual "Parked" event will kick off our National Parks & Recreation Month celebration. Along with food truck we will also have a live band, kids' activities, sprinklers on the fields, and end the night with a full fireworks show!
- **Attendance:** Our 2023 event had an estimated 7000 in attendance.
- **Vendor Fees:** \$40.00 flat rate with acceptance into event.
- **Tax Deductible Donation:** In addition, vendor to pay the 10% of total sales at the event to the non-profit organization "Friends of Shawnee Town" (Tax Deductible). 10% fee can be collected with cash or check at the end of the event or by credit card during business hours July 1-3. Vendors are responsible for calling 913.742.6403 to finalize their 10% donation.
- **Set-up, Hours, Teardown:** Food Trucks/Vendors may begin to arrive as early as 2:00pm on Friday, June, 28<sup>th</sup>. All set-up must be completed by no later than 4:30pm. Trucks will be parked in the order in which they arrive. The event begins at 5:30pm with music, food, games, bounce houses, and kids' activities. We ask that all food trucks are remain open until 9:30pm. **There will be no tear down or moving of vehicles prior to 9:30pm.**
- **On-site Resources:** All food trucks and vendors must be able to operate independently. Electricity hook ups are not available. Vendors are responsible for all set-up and clean-up of their booth space in the parking lot and their immediate surrounding space.
- **Permit Requirements:** All food trucks and vendors must maintain all appropriate food licensing and insurance documentation. The health department has been known to do inspections during this event. Please be aware that the City of Shawnee requires a current [Shawnee Business License](#) and Fire Inspection to operate within City limits. You may contact Mary Crissman, [mcricssman@cityofshawnee.org](mailto:mcricssman@cityofshawnee.org) or (913) 742-6247, to obtain or renew your license.
- **Vendor Selection:** Please complete the attached application and submit to [kkinkaid@cityofshawnee.org](mailto:kkinkaid@cityofshawnee.org) or in person at the Shawnee Civic Centre, 13817 Johnson Drive, by 5:00pm on Friday, April 12, 2024. *Completing application does not guarantee a spot in the event.* Vendors will be selected by committee to enhance the patron experience and event success. Criteria for selection include food options, vendor history, and cooking facilities. Chosen applicants will be informed by 5:00pm on April 19th.



## 2024 Food Truck Application

### Contact Information:

Truck Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_

### Space Information:

Food Truck Dimensions: \_\_\_\_\_

### Menu Information:

Food Type/Theme: \_\_\_\_\_

Any menu items you'd like us to highlight in our advertising?

***Yes, I am applying as a food truck vendor for the Shawnee Parks and Recreation "Parked" event on Friday, June 28, 2024.***

***I have read and understand the event information and agree to comply with the requirements. I agree to accept all responsibility for all personal injury, property damage, loss or harm suffered by myself or otherwise due to my participation in the event. Further, I shall indemnify and hold harmless the City of Shawnee against all suits, claims, demands and losses including costs, expenses and attorney's fees incurred as a result of any action or omission, neglect or misconduct of the Food Truck/Vendor.***

Signature \_\_\_\_\_

Date \_\_\_\_\_

Submit your applications to Kate at [kkinkaid@cityofshawnee.org](mailto:kkinkaid@cityofshawnee.org) no later than Friday, April 12.