



Mobile Food Vendor Information

City of Inver Grove Heights Parks & Recreation
2023 City Hosted Food Truck Events

City of Inver Grove Heights-
Parks and Recreation
8055 Barbara Ave
Inver Grove Heights, MN 55077

Inver Grove Heights Parks and Recreation Department hosts the 4th annual Food Truck Days event. This event is held at Rich Valley Athletic Complex which features nine baseball/softball fields, four soccer fields, a tennis court, basketball court, playground, a picnic shelter and trails all open to the public. During the summer seasons this park is filled with families, youth sports participants and adults participating in our Thursday evening softball league.

The 3rd annual IGH Days Food Fest event is held at the Veterans Memorial Community Center which is home to the Simley Highschool swim and hockey teams. This event is held in conjunction with other IGH Days festivities as a fun way to kick off the week.

The city coordinates with local and regional mobile food vendors to host a wide variety of food trucks at two summer Food Truck Days events and one IGH Days Food Fest. The purpose of the events is to provide community engagement opportunities that bring those that live and/or work in Inver Grove Heights and surrounding communities together. Each food truck event is designed as a picnic style event for families and community individuals of all backgrounds. Events will offer musical entertainment (July & August only), community organizations & services, yard games and fun giveaways from the Parks & Recreation Department.

Organization: The City of Inver Grove Heights- Parks and Recreation Department

Event Coordinator: Chelsea Swenhaugen (651) 450-2580, cswenhaugen@ighmn.gov

Secondary Contact: Rachel Mikel (651) 450-2583, rmikel@ighmn.gov

Alternative Contact: Parks and Recreation Department (651) 450-2585

SECTION I: EVENT DETAILS

Event Details: **IGH Food Truck Days**

Thursday July 20, 2023 (4:30 p.m. - 7 p.m.)

Location: Rich Valley Athletic Complex

1841 105th Street E, Inver Grove Heights, MN 55077

IGH Food Truck Days

Thursday August 17, 2023 (4:30 p.m. - 7 p.m.)

Location: Rich Valley Athletic Complex

1841 105th Street E, Inver Grove Heights, MN 55077

IGH Days 3rd Annual Food Fest

Wednesday September 6, 2023 (4:30 p.m. - 7 p.m.)

Location: Veterans Memorial Community Center

8055 Barbara Ave, Inver Grove Heights, MN 55077

Load-in/ load-out:

Parks & Recreation staff will be on site starting at 2:30pm to start parking participating vendors. Participating vendors may begin arriving for set up at 2:30pm and must be inside the event area no later than 4pm, any later and you may not be able to participate. If you require more time for set up, contact the event coordinator. Vendors must be ready to serve at the event's start time.

To ensure a safe exit of participants, staff, volunteers and trucks, vendors will not be allowed to pack up and leave prior to 7:00pm. Mobile Food vendors must wait until

the public has cleared the event area before leaving. Contact the event coordinator if you must leave immediately after the event or require assistance leaving the event area. All equipment, trucks, etc. must be removed that evening.

Weather:

Events will not be rescheduled due to weather. Weather updates will be communicated by the event coordinator the date of the event by email. It is at the discretion of the event coordinator if for safety or other reasons the event has a delayed opening, must shut down temporarily, must close early or be cancelled.

Marketing:

The City of Inver Grove Heights will promote the event and food vendors through the following outlets:

- Event ads in Inver Grove Heights residential newsletter, Insights.
- Event ad in Inver Grove Heights summer Parks and Recreation brochure.
- Event ad shared on front page of City website and event page:
 - Website: www.ighmn.gov
 - Event page: www.ighmn.gov/specialevents
- Event ad shared on social media via Facebook, Instagram and Twitter:
 - Facebook: www.facebook.com/cityofinvergroveheights
 - Instagram: www.instagram.com/cityofigh - @cityofIGH
 - Twitter: www.twitter.com/CityofIGHmn - @cityofIGHmn
- Event group created on Facebook for each event
- Cross promotion at other city events
- We ask that participating vendors also promote the event on their platforms but ensure that all information is correct prior to posting.

SECTION 2: APPLICATION PROCESS

Application Due Date:

Completion and submission of applications are due by Friday, May 12, 2023.

How to Apply:

1. Visit www.ighmn.gov/foodtruckdays
2. Complete the online form which is located on the right side of the page under "Interested in being a Food Truck Vendor?" This online form will automatically be submitted to the event coordinators when you hit "submit".

SECTION 3: ACCEPTANCE PROCESS

Vendor Criteria:

The applying vendor must be a food truck or food trailer on wheels (towed by a vehicle). All vendors must be self-sufficient. Parks & Recreation will not provide a generator and is not responsible for a lack of power or power shortages.

Selection Process:

Considerations will be based on competing food categories, previous event participation, and time of submission of the application. Some participating vendors may have overlapping food items on their menu (i.e., side dishes), selection will take into consideration the main food items on the menu.

Reservation Fee:

A Vendor Fee will be collected from vendors upon acceptance into the event to confirm participation. All payments are non-refundable. To confirm participation, the Vendor Fee must be received by the City of Inver Grove Heights within 7 business days of the vendor receiving an acceptance offer. Payment can be paid by check or Credit Card.

\$125 per event

Required Documents:

Vendors must attach a copy of the following documents to this application:

- Minnesota Department of Health Permit issued by the State of Minnesota:** A Minnesota state issued mobile food permit or seasonal temporary food stand permit are acceptable permits.
- Certificate of Insurance (COI) - General Liability:** Vendors are required to carry general liability insurance for claims for damages for bodily injury and property damage in the minimum amount of \$1 million per occurrence; \$2 million annual aggregate and have the City of Inver Grove Heights listed as an additional insured. The following coverage shall be included: Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury; and Products and Completed Operations Liability (including coverage for food products).
- Certificate of Insurance (COI) - Automobile Liability:** Vendors are required to carry automobile liability insurance for the food truck or vehicle towing the food cart. This must be for claims for damages for bodily injury and property damage resulting from the ownership, operation, maintenance, or use of all autos in the minimum amount of \$1 million per occurrence, combined single limit.
- Workers Compensation Coverage:** If vendors employ staff (other than family members), a copy of your Workers Compensation Coverage is required.
- Menu:** Please attach a menu with item descriptions and prices to this application.

Additional Requirements:

Accepted vendors must meet the following additional requirements to confirm participation:

- Generator:** Vendors must have a generator to power their unit if needed. No electrical access will be available.
- Fire Extinguisher:** Vendors must have a fire extinguisher. A City of Inver Grove Heights Fire Marshall or Fire Staff Member may inspect vendor units participating in this event.
- Supplies:** Vendor must have adequate supplies to meet the crowd's needs. Please plan accordingly based on your experience in other local food truck events of similar size events. This event typically attracts 800 - 1,200 guests and continues to grow.
- Waste Management:** Vendor must dispose of trash, recycling and organics material in the proper receptacles provided by the City of Inver Grove Heights.
- Alcohol:** No vendors will be allowed to serve alcohol at the event.

SECTION 4: ADDITIONAL INFORMATION

- Marketing:** The city will market and promote this event, but we ask that the participating vendors market and promote to their customers as well. Please ensure all information is correct PRIOR to posting.
- Attendance:** The city cannot guarantee guest attendance or guest engagement with specific trucks. Through marketing efforts, we can reach thousands of individuals in the community and surrounding areas to provide information about the event but cannot force participation as this event serves to provide free-will choices to all attending guests.
- Tents:** These are outdoor events that utilize a paved parking lot for setup. Weight all tents, no staking allowed. If you plan to put a tent up, please make sure that all tents have a 25lb. weight on each leg for safety in the event of windy weather. Tents may not be used for any sort of cooking purpose for these events.
- Trash/ Garbage:** It is each vendor's responsibility to remove all event related trash from their area. This includes items inside your truck. The city will be responsible for providing garbage and recycling receptacles around the "specified" eating areas.