



**southburlington**  
RECREATION & PARKS

## SB Nite Out Application

Submit Application, Vendor Agreement and Application Fee  
to the address below via drop-off, overnight dropbox, or mail post marked March 1<sup>st</sup>.

SBRP  
Attn: Travis Ladd  
180 Market Street  
South Burlington, VT 05403

Company Name	_____
Truck Name	_____
Owner/OperatorName	_____
Mailing Address	_____ _____
Phone Number	_____
Email	_____
Cuisine	_____
Vendor Type	Truck ___ Trailer ___ Cart ___ Tent ___
Dimensions	H ___ W ___ L ___

### Vendor Fee

SoBu Nite Out has 9 dates starting June 20 and ending August 22.

- Full Season - Pay in Advance  
\$1,125 (all 9 dates)
- Half Season - Pay in Advance  
\$520 (4 dates)
- Single Night  
\$140

## Payment Schedules

Application Fee — SBRP requires a \$20 non-refundable application fee due when you submit your application. Fee covers staff time reviewing and processing applications. Accept check, cash, or card; if you use a card the city requires a processing fee of 2.9% + \$0.30 site fee.

Vendor Fee — Vendors selected to participate will have a deadline of *June 14, 2024* to submit payment and documents necessary to vend.

Please remit payment to  
**SBRP**  
180 Market Street  
South Burlington, VT 05403

## Event Dates

Please select all dates that you would like to attend. ***There is NO event July 4.***

June 20 \_\_\_ June 27 \_\_\_ July 11 \_\_\_ July 18 \_\_\_ July 25 \_\_\_

Aug 1 \_\_\_ Aug. 8 \_\_\_ Aug. 15 \_\_\_ Aug. 22 \_\_\_

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## Vendor Info

Power will be provided to reduce noise, what are your plug-in needs? \_\_\_\_\_ Cable Length \_\_\_\_\_

Do you require water hook-up? YES \_\_\_ NO \_\_\_

What experience do you have managing large lines?

How do you plan to prepare enough food for our events? What is your staple menu item that never runs out, excluding sides?

What style fare do you offer? What are your staples? Please provide us with a sample menu.

# Vendor Agreement

## Important Dates

- December 18 Application Window Opens
- March 1 Applications Due
- March 11 Application Review
- March 13 Acceptance Notices to Vendors
- June 20 SB Nite Out Starts
- August 22 SB Nite Out Ends

## Daily Event Schedule

3:30	Arrival to northern section of parking lot.
3:45-4:15	Vendor Load-In
4:45	Ready for service.
5:00	Gates Open
8:00	Gates Close
8:30	Alcohol sales end.
8:45	Parking lot cleared.

## FAQs

### Where do I setup?

Vendors selected to participate will receive a map and vending location each Monday prior to that week's event.

### How much does it cost?

We have 3 tiers of payment:

1. \$1,125 for the season (9 dates)
2. \$520 for half season (4 dates)
3. \$140 single night

The fees help cover the large operational costs of the event which include the following but are not limited to:

- Permitting
- Trash/Recycle
- Security
- Event Staff
- Electrical/Water
- Marketing (Posters, site maps, etc.)
- Advertising (social media campaigns, radio promotions by Hall Communication Group)
- Compensation for organizing, providing resources and infrastructure
- And any additional things that come up

### What can I sell?

You can sell anything prepared in a licensed commercial kitchen, that meets city and state health standards. Menu change-ups are encouraged to increase diversity in food options, but a menu overhaul and general cuisine change must be brought to our attention the week prior to the event you are attending.

### What can't I sell?

Vendors are not allowed to sell alcoholic beverages of any kind. A City designated, licensed, and permitted alcohol vendor will be the only alcohol vendor at SB Nite Out events. If your menu includes any beverage based items, please indicate them on your application.

## **Regulations**

### Leave No Trace

- Vendors are responsible for keeping the area below and around their set up neat and clean. Please do not leave condiment spills, or food debris. If you plan to dump ice at the end of the evening, that you do so on the pavement.
- Leftover food, oil, or trash of any kind in a vendors area, are subject to a \$50 fine.

### Power/Water

- Power is provided and should be used, unless not needed. When applying make sure to provide us with your plug-in needs, so that we have all the necessary adapters for each evening.
- No generators are allowed.
- Water hook-up is available. You must provide your own hose for water.

### Lighting

- We suggest that if you have built-in lights or access to some type of lighting to bring it with you as the area becomes fairly dark once the sun sets. We will provide general lighting.

### Vending Spots

- Spots are assigned on a weekly basis and must be adhered to so that the event runs efficiently as possible

### Parking

- Vendors can park at the northern most section of the parking lot prior to load-in.
- Vendor staff may park either between the hockey arena and the solar panels at the northeastern parking lot or in the southern parking lot near the playground. In an effort to provide close proximate parking to the event for those who need the accessibility.

### Participation

- You must arrive on-site no later than 4:30 pm. Punctuality is key to this event, when you arrive late you inconvenience other vendors as well as event set up.
- If you are not able to attend a date you are scheduled to vend, you must notify us by the Monday at noon prior to the event.
- If you do not notify us in advance by Monday that you are unable to attend, your fees for that night will not be refunded.
- If we shall cancel more than 50% of your selected nights than you shall receive a partial refund.
- All vendors must remain open and selling food until 8:00 pm. Please have something of substance available until that time.
- Continual late arrival, leaving early (before event ending time), and/or not bringing enough food to sustain more than 85% of the event time frame; your food truck will be subject to dismissal from the event and forfeiture of pre-paid vendor fees.

Please sign and date below. Return with application.

By signing below, I agree to all the written regulations and responsibilities as a vendor at SB Nite Out.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_