



# 2025 Food Truck Friday *Food Truck Vendor* Application Package



All vendors at Food Truck Friday must review the Food Truck & Vendor Guidelines and Regulations and complete the following documentation annually and provide copies to the City of Carthage:

- Food Truck Friday 2025 Application (Page 3) – To be returned to [m.little@carthagemo.gov](mailto:m.little@carthagemo.gov)
- Food Truck Vendor Fee - \$250.00 per event
  - 2025 Seasonal Package Price Options:
    - Pay in full & book all 6 - \$1000 (Buy 4 get 2 free)
- Food Truck Friday 2025 Liability & Media Waiver – To be returned to [m.little@carthagemo.gov](mailto:m.little@carthagemo.gov)
- City of Carthage Business License (\$50 annual | \$25 after July 1) – City Hall, 326 Grant St.
  - To obtain the City of Carthage Business License you will need to provide:
    - Letter of No Tax Due from the State of Missouri
    - Sales Tax Certificate from the State of Missouri
    - Certificate of Business Liability Insurance with at least \$1 million in general liability, City of Carthage listed as the certificate holder and naming City of Carthage (326 Grant St. Carthage, MO 64836) as an additional insured.
    - Certificate of Use and Occupancy Inspection
      - Schedule with Public Works Department, 417-237-7010
    - Jasper County Health Department Inspection (Annual or Temporary)
      - Schedule with Health Department, 417-358-3111
    - Jasper County Merchant License
      - Call Jasper County Collectors Office, 417-358-0409

**VENDORS MUST CHARGE AND PAY SALES TAX.** Each vendor must track and report sales tax. All sales from Food Truck Friday must be collected and allocated to the city of Carthage for sales tax purposes. Contact the Missouri Department of Revenue for details: <http://dor.mo.gov/faq/business/special.php>

All documents provided must be filed with the proper agencies, State, County, and Municipal licenses, inspections, and tax payments are ultimately the responsibility of the vendor and business owner.

***Receipt of all documents and payment for event will reserve your spot.***

## FOOD TRUCK & VENDOR GUIDELINES and REGULATIONS

1. Space is NOT guaranteed for returning vendors.
2. **Any vendor seeking a space at this event must submit the included application together with ALL the following:**
  - a. **Signed 2025 Food Truck or Vendor Booth Application**
  - b. **Signed Food Truck Friday Accident Waiver and Release of Liability Form**
  - c. **Copy of all documents on the Document Checklist- Turned in at City Hall upon Business License application**
  - d. **Payment in full**
3. **If you apply you will receive an invoice emailed to you from Carthage Tourism. Invoices may be paid by invoice on CivicRec by card or in person or mail at Carthage City Hall 326 Grant St., Carthage, MO 64836. Cancellations due to weather will receive a credit off the following months registration fee. Cancellations due to emergencies will be evaluated on a case by case basis. No credit will be given for cancelations made with less than 48 hour notice before the event.**
4. Home canned or jarred items are not permitted, due to the Jasper County Health Department regulations.
5. All vendors should plan to have their booth open and staffed from 11:00 a.m. until 9:00 p.m. on scheduled date as indicated on application and assigned by event committee. Prior arrangements must be made for alternate hours.
6. **VENDORS MUST CHARGE AND PAY SALES TAX.** Each vendor must track and report sales tax. All sales from Food Truck Friday must be collected and allocated to the City of Carthage for sales tax purposes. Contact the Missouri Department of Revenue for details:  
<http://dor.mo.gov/faq/business/special.php>
7. If you use a tent, it must be free standing and fit within your booth space. You may not use ground poles. Some booth spaces may have light poles or other permanent structures.
8. Water will NOT be provided by event committee, City of Carthage, or area retailers. Vendors should plan to provide their own water.
9. **NO GLASS BOTTLES** in Central Park.
10. Trucks must be unhitched from trailers and parked in public parking spaces by 10:00 a.m.
11. Each vendor is responsible for moving trash to the dumpster at the end of the night.
12. Electricity is provided to all vendors. Applicant must declare all cords used with voltage and amperage. Carthage Water and Electric Plant sets up temporary panels in the park including: (4) – 50amp 4-wire 240volt outlets (Nema 14-50R) and (8) – 20amp 120volt GFCI outlets on each temp board. Please make sure to articulate your electrical needs on your application and contact event staff with any questions or concerns. It is not the responsibility of the City of Carthage to provide extension cords for vendors. Please plan accordingly.
13. Never touch a temporary power panel. If you have a power concern, contact event staff immediately.

If you have any further questions prior to arrival at the event, please contact Melissa Little at 417.423.8075 or by email at [m.little@carthagemo.gov](mailto:m.little@carthagemo.gov).

**FOOD TRUCK FRIDAY 2025 APPLICATION**

PLEASE SUBMIT THIS FORM VIA EMAIL TO m.little@carthagemo.gov

Contact Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Facebook/Instagram \_\_\_\_\_

Email address (REQUIRED) \_\_\_\_\_

MO Tax ID Number \_\_\_\_\_ Do you use fryers? Yes \_\_\_\_\_ No \_\_\_\_\_

Description of ALL Products. HIGHLIGHT any items you would like to consider exclusive for advertising.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date(s) of desired participation:**

**Electricity:**

April 11 \_\_\_\_\_ May 9 \_\_\_\_\_ June 13 \_\_\_\_\_

120volts \_\_\_\_\_ # of cords \_\_\_\_\_ amps \_\_\_\_\_

July 11 \_\_\_\_\_ August 8 \_\_\_\_\_ September 12 \_\_\_\_\_

240volts \_\_\_\_\_ # of cords \_\_\_\_\_ amps \_\_\_\_\_

**Truck/Booth Type:** \_\_\_\_\_ truck; \_\_\_\_\_ trailer; or \_\_\_\_\_ tent/canopy (must be freestanding).

**Space required/requested:** Length of \_\_\_\_\_ feet; width of \_\_\_\_\_ feet; height of \_\_\_\_\_ feet;

\*Space includes all trucks, trailers, generators, and equipment that will be used throughout the day.

Trucks that can unhook from trailers need to be moved to a parking area by 10:00am. All vendors should plan to be 50 feet from a power source. If parallel parking your rig is an issue, please plan to arrive before other vendors to allow more room to maneuver or pull in versus parallel park.

**BOOTH SPACE IS NOT GUARANTEED FOR RETURNING VENDORS. IN CATAGORIES THAT LIMIT THE NUMBER OF SIMILAR VENDORS ALLOWED, ALL REGISTRATIONS WILL BE ACCEPTED ON A FIRST COME/PAID, FIRST-SERVE BASIS.**

\_\_\_\_\_ **PLEASE INITIAL TO INDICATE YOU ACCEPT ALL TERMS STATED ON THIS APPLICATION.**

By submitting the application, the undersigned acknowledges receiving, reading, and fully understanding all the included guidelines and regulations. I understand that submission of this application with the required documentation does not guarantee my admission to Food Truck Friday in Central Park. City of Carthage, and affiliated venues, volunteers, and sponsors are NOT responsible for accidents or theft.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# FOOD TRUCK FRIDAY 2025 LIABILITY AND MEDIA WAIVER

## FOOD TRUCK FRIDAY ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM

### FOOD TRUCK FRIDAY EVENT DETAILS FOR 2025:

**Dates:** April 11, May 9, June 13, July 11, August 8, & September 12 **Time:** 11am-9pm

**Location:** Carthage Central Park, 714 S. Garrison Ave., Carthage, MO 64836

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING AND/OR VOLUNTEERING IN THIS ACTIVITY OR EVENT, including by way of example and not limitation, and risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault. I certify that I am physically fit, have sufficiently prepared or trained for participation in the activity or event, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity or event.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity or event in which I may participate, and that it will govern my actions and responsibilities at said activity or event. In consideration of my application and permitting me to participate in this event, I hereby act for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

- (A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event, THE FOLLOWING ENTITIES OR PERSONS: City of Carthage, County of Jasper, their directors, officers, employees, members, volunteers, sponsors, representatives, and agents, the activity or event holders activity or event sponsors, activity or event volunteers;
- (B) I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned from all liabilities or claims made as a result of participation in this activity or event, whether caused by the negligence of release or otherwise.

I acknowledge that this activity or event may involve a test of a person's physical and mental limits and may carry with it the potential for death, serious injury, and property loss. The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather condition of participants, equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, spectators, coaches, event officials, and event monitors, and/or producers of the event, and lack of hydration. These risks are not only inherent to participants but are also present to volunteers.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity or event.

I understand that at this event or related activities, I may be photographed. I agree to allow my photo, video or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers, and assigns.

The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

I would like my business contact information shared with other organizations and individuals looking for Food Truck Vendor information.

Yes, share my information

No, I would not like my information shared.

\_\_\_\_\_  
PRINT FULL NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE