



southburlington
RECREATION & PARKS

SoBu Nite Out Application

Submit Application, Vendor Agreement and Application Fee to the address below via drop-off, overnight dropbox, or mail post marked March 3rd.

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

Company Name _____
Truck Name _____
Name _____
Address _____

Phone Number _____
Email _____
Cuisine _____
Vendor Type Truck ___ Trailer ___ Cart ___ Tent ___
Dimensions H ___ W ___ L ___

Vendor Fee

SoBu Nite Out has 10 dates starting June 22 and ending August 24.

___ Full Season - Pay in Advance
\$1,250 (all 10 dates)

___ Half Season - Pay in Advance
\$650 (5 dates)

___ Waitlist/Single Night
\$140 (Would like to vend when spots are available)

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 Payment — Vendors chosen for the event who indicated Full Season or Half Season on their application, have a due date of **June 15, 2023**. Any vendor chosen for a single night/waitlist, will need to pay at or prior to load in.

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

Event Dates

Please select all dates that you would like to attend.

June 22 ___ June 29 ___ July 6 ___ July 13 ___ July 20 ___

July 27 ___ Aug 3 ___ Aug. 10 ___ Aug. 17 ___ Aug. 24 ___

Rain Date: August 31 ___

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

- January 30 Application Window Opens
- March 17 Applications Due
- March 24 Application Review
- March 27 Acceptance Notices to Vendors
- June 22 SoBu Nite Out Starts
- August 24 SoBu 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. \$1,250 for the season (10 dates)
2. \$650 for half season (5 dates)
3. \$140 for those on the waitlist/nightly fee

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 SoBu 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, a fine will be assessed at the value of \$50.
- 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.

Waitlist/Single Night

- Vendors on the waitlist/single night will need to pay prior to the start of the event.

Please sign and date below. Return with application.

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

Signature _____

Date _____

Printed Name _____