



29th Annual Texas Book Festival • November 16-17, 2024 • Austin, Texas

FOOD TRUCK APPLICATION

Food Service Hours: 10 am to 5 pm Saturday, 11 am to 5 pm Sunday

Join the Texas Book Festival as we celebrate our 29th Annual Festival to be held in and around the Capitol grounds in Austin, Texas, on November 16-17, 2024. The Texas Book Festival connects authors and readers through experiences that celebrate the culture of literacy, ideas, and imagination. The two-day Festival is a gift to the state of Texas, free and open to the public, bringing books to life through author readings, innovative panel discussions, demonstrations, and book signings. Advertised and promoted nationally, the Texas Book Festival attracts up to 40,000 attendees.

The Texas Book Festival (TBF) offers Central Texas food trucks a great opportunity to showcase their fare to this large audience from all over the country.

The Texas Book Festival recognizes that food trucks are a key component to the Festival experience. Therefore, the TBF offers a comprehensive promotional package for our food vendors. This package includes:

- Link to the food truck website from the TBF website.
- Listing of food truck menu on food vendor page (must be submitted by October 18).
- Detailed map of food vendor locations on TBF website.
- Acknowledgement in print and web media when appropriate; including the Austin American-Statesman, and more.
- Acknowledgement in TBF social media.
- Exposure at the Festival.
- Opportunity to distribute coupons and promotional materials at the Festival (from food truck).



Note: Food Trucks will be selected from Austin and the surrounding community. Participation in previous Festivals does not guarantee placement. Food Truck location assignments are made at the sole discretion of TBF. **NOTE: ONLY food trucks with a valid and current City of Austin mobile food vending permit will be allowed in the 2024 Festival.** If your food truck is not operational during the Festival, you won't be able to participate using a tent, no refunds available. All operations must be performed within the mobile vending unit (per City of Austin regulations). No additional tents or structures are allowed.

Texas Book Festival will take place rain or shine. Refunds will not be issued due to inclement weather.

Points of Service: In an effort to minimize wait times for Festival patrons we ask that you have a minimum of two to three service lines. *NOTE: PLEASE LIMIT YOUR MENU TO A FEW QUICK TO PREPARE ITEMS.* Our attendees have requested faster food truck service lines.

Note that there is no water available this year. Please bring your own for cleaning purposes. The use of compostable paper goods and utensils is recommended and preferred.

Signage & Sound: TBF will not provide signage - all food trucks are responsible for and must provide menu signage. Food trucks may not broadcast music, announcements or information through any type of public address system or other audible device due to proximity of live performances and Festival sessions.

Application Deadline: September 20, 2024 (Note: limited food truck spaces in 2024)

- You will be notified if you have been accepted as a food vendor.
- Full payment is due at time of acceptance. If payment is not received by September 20, 2024, your application will be cancelled.
- Please attach a copy your logo and photos of your food truck when you submit your application.

Vendor Pricing and Information

Small Food Truck (< 8' x 8' space)\$550.00

- Power (Friday afternoon through 5:30 p.m. Sunday)
 - 1 Parking Permit
- **You must submit a photo of your small food truck, along with its dimensions, with your application.*

Food Truck\$1,400.00

- Power (Friday afternoon through 5:30 p.m. Sunday)
 - 1 Parking Permit
- **You must submit a photo of your food truck, along with its dimensions, with your application.*

Note that the Austin Fire Department may fine Event Organizers if food trucks at their event are in violation of fire safety rules. Please read the attached Fire Department regulations, especially the fire extinguisher and propane tank information. Fines incurred will be passed along to the individual food truck, using the credit card on file for your food truck fee.

Fees:

- \$100.00 per hour, to power wash the street under a truck if food items, grease or dirty water are left behind.
- \$100.00 for propane storage violation.
- \$100.00 for fire extinguisher violation.



Questions: Contact Debra Saleny, Texas Book Festival
debra@texasbookfestival.org

Food Truck/Company Information

Company Name _____

Years in Business? _____ Website Address: _____

Restaurant Name (if applicable) _____

Owner's Name _____

Contact Person/at Festival _____

Title _____

Company Address _____

Phone _____ Cell _____ FAX _____

E-mail address _____ Website _____

Have you been a TBF vendor before? If so, when? _____

Please describe in detail:

Electrical needs (voltage) _____

Water: NOTE that no water will be available in 2024 due to the location of all food trucks.

Ice needs (\$3.50/bag); number/both days total: _____

Type of food/drink to be sold _____

Menu Items

Please give a description of each item with pricing. We suggest that you limit your menu to a maximum 6 food items (quick preparation!). Feel free to sell bottled water, as we do not provide water to attendees.

1.

2.

3.

4.

5.

6.

Please reserve the following:

_____ Small Food Truck, less than 8’ long: \$550.00

_____ Food Truck: \$1,400.00

Payment Information

Visa MasterCard American Express (no checks or cash payments)

Card Number _____ Exp. Date ____/____ Security Code _____

Name on credit card _____

Billing Address _____

City _____ State _____ Zip _____

Signature (required for credit card transactions) _____

Agreement

I agree to the terms set forth in this application and acknowledge receipt of the Texas Book Festival Food Truck Contract Terms and Conditions.

Signature _____

Date _____

Print Name _____

Title _____

Please send this form to:

**Attention: Debra Saleny
Texas Book Festival
1023 Springdale Road, Bldg. 14, Suite B
Austin, TX 78721**

Or send by email to: debra@texasbookfestival.org



Upon acceptance of your application, you will be notified by email, your credit card payment will be processed, and a copy of the application and payment receipt will be sent to your attention.

Texas Book Festival Food Truck - Contract Terms and Conditions

General

"TBF", the Texas Book Festival, a Texas non-profit corporation, will occur the weekend of **November 16-17, 2024**, in Austin, Texas. TBF shall have the power to interpret and enforce the following terms and conditions governing Food Trucks. All matters and questions not covered by these terms and conditions shall be subject to the final judgment and decision of TBF. This Food Truck Contract, when properly executed, shall be a binding agreement between the two parties.

Applications and Eligibility

Application for Food Truck space must be made using this contract. TBF reserves the right to determine the eligibility of any Food Truck for inclusion in the Festival. The acceptance of a rented space does not carry TBF's endorsement of the Food Truck's products. TBF reserves the right to require the modification or removal of any Food Truck that, in its sole discretion, is not in character with the event and does not comply with health, safety and fire codes.

Agreement to Conditions

Each Food Truck, for itself and its employees, agrees to abide by these terms and conditions and agrees that the sole control of the event rests with TBF.

Assignment of Space

Space assignments will be made on a first come, first-served basis, taking into consideration the date an application and payment are received, the amount of space requested, special needs, and compatibility of other Food Trucks to eliminate duplicate products. TBF reserves the right to relocate the assigned space. Additional tents added to your space are not allowed. Business must be conducted within each Food Truck (no tents/canopies outside the food truck).

Care of Food Truck Space

Food Trucks are responsible for providing their own grease collection container and disposal of such; and provide complete and thorough cleanup of their areas. There will be a grease barrel located nearby for use, as needed. Failure to dispose of grease may result in a fee of \$100.00 per hour charged to the Food Truck for a cleanup crew, as determined by TBF management in its sole discretion. Food Trucks are responsible for removing all trash from their area, placing it in the provided dumpsters.

Space and Electricity

TBF will assign a specific space in TBF's sole discretion and electrical service and water at vendor's request. Due to the location of the festival, not all locations will have water access; therefore, your Food Truck will be placed in a specific location determined by your water and electrical needs.

Operating and Vacating Hours

The Food Truck shall maintain and operate concessions between 10:00 a.m. and 5:00 p.m. on Saturday, November 16, 2024, and between 11:00 a.m. and 5:00 p.m. on Sunday, November 17, 2024. The Food Truck shall remove all contents of Food Truck area no earlier than 5:00 p.m. and no later than 8:00 p.m. on Sunday, November 17, 2024.

Subletting of Space

The Food Truck shall not assign or sublet any space allotted to it and shall not advertise or display goods other than those sold by them in the regular course of its business. The space assigned to the Food Truck is for its own exclusive use and shall be used only for the sale of its food and beverages.

Cancellation and Refund Policy

All cancellations must be made in writing to TBF. 50% refunds will be honored on cancellations received by 5:00 p.m. on Friday, October 25, 2024. No refunds will be made after October 25, 2024. The TBF will take place rain or shine. Refunds will not be issued due to inclement weather. The TBF will follow all public health advice and mandates from Austin Public Health, and will use those guidelines, to make event changes and cancellations. If the TBF is cancelled, all Food Truck fees will be refunded.

Liability

The Food Truck shall always protect, indemnify, save, and keep harmless TBF from any damage, liability, or expense arising from or out of any loss or injury to any property or person, including but not limited to the vendor, its agents, employees, and business invitees, which arise from or out of or by reason of the Food Truck's occupancy and use of the vending premises or a part thereof. The Food Truck is encouraged to insure itself against property loss or damage and against liability for personal injury at its own expense.

Security

TBF will furnish security on a 24-hour basis, but the furnishing of security shall not be deemed to imply any liability on the part of TBF, its volunteers, or representatives, or to modify in any way the assumption of risk and release provided for above. All property of the vendor will always remain under the vendor's custody and control.

Tax and Health Permits

Each Food Truck shall display all proper Texas State tax and health permits. Note that the City of Austin has implemented a system that fines event owners if food trucks at their event are in violation of food and safety regulations. The Texas Book Festival is a nonprofit organization. If a food truck is in violation, causing a fine to the Texas Book Festival, the food truck will be charged the fine amount, charged to the credit card on file. The food truck owner will be notified prior to any credit card charge.

Restrictions

Food Trucks shall be selected from Austin and surrounding communities. Food Trucks who have been selected for previous Festivals are not guaranteed acceptance for the 2024 Festival. Booth location will be at the discretion of TBF. Open flames are prohibited, including smokers and grills. Warming grills accepted. Vendors will be allowed access for food delivery through-out the day only with the use of handcarts from the parking area.