



**NEW APPLICANT INFORMATION**

Food Truck Name: \_\_\_\_\_

DBA, if different: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_

Cell Phone of person in truck, if different: \_\_\_\_\_

Email : \_\_\_\_\_

Email address associated with Paypal if different from above: \_\_\_\_\_

Website: \_\_\_\_\_

Social Media Handles: \_\_\_\_\_

Please notify DPPC of any changes.

**EQUIPMENT TYPE:** Truck \_\_\_ Trailer \_\_\_ Cart \_\_\_ Stand \_\_\_ Other (describe) \_\_\_\_\_

Exterior dimensions (L x W x H) of largest piece of equipment: \_\_\_' x \_\_\_' x \_\_\_'

**Please describe or attach your menu.**

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**Please indicate days interested in vending.**

Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_

Once application is received, the DPPC will notify you on which day(s) you have been approved to vend.

## LICENSE INFORMATION

- RI Sales Tax Permit number: \_\_\_\_\_
- Providence Peddler's License number: \_\_\_\_\_ Expiration date: \_\_\_\_\_
- RI Mobile Food Service License number: \_\_\_\_\_
- Proof of Insurance/Company: \_\_\_\_\_ Expiration date: \_\_\_\_\_

**Please attach copies of all permits.**

### The Providence Foundation: Vendor/Contractor Insurance Requirements

Deliver Certificate of Insurance (COI) before commencement of any Services, and before any policy expiration dates.

**1. Commercial General Liability (including products and completed operations and contractual liability):**

\$1,000,000 per occurrence & \$2,000,000 general aggregate OR  
\$1,000,000 per occurrence, \$1,000,000 general aggregate & 1,000,000 umbrella

This policy shall be primary and non-contributing in favor of the Additional Insured (AI)  
This policy shall include Waiver of Subrogation (Transfer of Rights of Recovery) in favor of the AI.

**2. Commercial Auto Liability:** \$1,000,000 combined single limit for bodily injury, death or property damage per occurrence

**3. Worker's Compensation:** statutory limits

**Employer's Liability:** \$100,000 each accident; \$500,000 disease-policy limit; \$100,000 disease-each employee

**4. Additional Insured (AI):** The Providence Foundation dba Downtown Providence Parks Conservancy its respective directors, officers, employees and any other associated or affiliated entity are additional insureds as their interests may appear

**5. Certificate Holder:** The Providence Foundation, 30 Exchange Terrace, Providence RI 02903-1748

## FEE INFORMATION

You will be charged based on how many days a week you are vending in Kennedy Plaza. Please note that fees are non-refundable.

- 1 day a week: \$25/month
- 2 days a week: \$40/month
- 3 days a week: \$55/month
- 4 days a week: \$70/month

Invoices will be sent on the first of the month through Paypal to email address listed on application. Payment is due through Paypal within 30 days. Failure to pay may result in being expelled from the Food Truck Market.

## TERMS AND CONDITIONS

1. Approved food vendors are allowed to vend on the Washington Street sidewalk along Burnside Park during their assigned shift only, unless there is a festival, special event, or farmer's market occurring. In some cases, you may be allowed to apply directly to the festival or special event in order to participate. The conditions set by those event organizers shall rule and must be abided, including placement and event fees.
2. Payment must be paid within 30 days of receipt of invoice.
3. Fees are non refundable, including for inclement weather or truck maintenance.
4. Vendors must be open for business during the entire shift.
5. Any and all vehicles that are not integral to food service are not permitted. It is the vendor's responsibility to find appropriate parking. Cart vendors are prohibited from parking vehicles on the walkway.
6. Vendors may only set up and vend in an area assigned to them. DPPC staff may change designated area as necessary.
7. All Vendors' booths, signage, and banners must have a professional look and presentation.
8. Vendors must have all necessary and current licenses available for viewing at the time of vending.
9. A food safe certified staff member must be on site at all times.
10. The sale of and/or consumption of alcoholic beverages of any kind is strictly prohibited.
11. The sale of non-food merchandise is prohibited.
12. Food vendors must post prices in a legible manner and in a visible space inside the booth.
13. We reserve the right to rescind granted permission if actual menu served varies from menu proposed in application.
14. Vendors must provide trash receptacles for waste generated by their booth and remove all operational waste from the premises upon departure.
15. Music or other noise must not be audible beyond point of service or vehicle. Yelling and the use of profanities are strictly prohibited.
16. Use of generator permitted on trial basis. If generator does not comply with noise ordinances, or becomes excessively loud (as judged by management) best efforts shall be made by both parties to remedy situation.
17. Food Trucks are subject to spot checks at anytime.
18. Vendors must have liability insurance of at least One Million Dollars (\$1,000,000.00), and naming the DPPC, The Providence Foundation, and the City of Providence, as additional insureds. A certificate of insurance must be presented to the DPPC before vending may begin.
19. DPPC reserves the right to revoke Downtown Food Truck Market Food Vendor Permit at any time.

20. All food items must be stored inside the allotted space, covered and off the ground.
21. Name of Certified Food Manager must be visibly posted.
22. If vendor operation generates grease, vendor must provide and place a suitable covering (such as cardboard) below the area the grease is generated to guard against stains on brickwork &/or concrete.
23. No food is allowed to be cooked, processed, or stored at home.
24. Non-latex, single use gloves or suitable substitute (utensils, spatulas, tongs, deli tissue) required for ready-to-eat food handling.
25. If grilling, a fire extinguisher must be present at the vendor's area at all times.
26. Vendors may not provide or allow seating for customers or associates in the vending area or anywhere on the Washington Street walkway, with the exception of one seat per certified staff member for food carts, not to exceed 2 seats in any case without exception.

**ACKNOWLEDGMENT OF TERMS**

I hereby warrant and confirm that the above information is, to the best of my knowledge, true and correct, and further certify that I have read all of the information provided in this application and agree with and will abide by the Terms & Conditions provided. I understand that submission of this application does not guarantee a space.

I agree to indemnify, defend, and hold harmless Downtown Providence Parks Conservancy, The Providence Foundation and the City of Providence, its officers, directors, volunteers, officials, employees, and agents from and against any and all liabilities, claims, suits, and causes of action of whatever nature or type (including but not limited to causes of action based upon tort, strict liability or otherwise), and all attorney fees, costs, and expenses incidental thereto, which may arise or in any way be connected directly or indirectly, with my participation in vending in Greater Kennedy Plaza. This indemnification is absolute, personal to me, and is not limited by the insurance coverage which the Vendor may have in place. Vendor understands that Downtown Providence Parks Conservancy, The Providence Foundation and the City of Providence is under no obligation to provide insurance to cover the Vendor for loss from any cause to any of Vendor's property. By signing, the Vendor agrees to hold Downtown Providence Parks Conservancy, The Providence Foundation and the City of Providence harmless for any liability or loss whatsoever.

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_