



# FEED A MIND

## FOOD TRUCK VENDOR

### REGISTRATION FORM

**A community event to support  
Southwestern Illinois College Foundation.**

Sponsored by: The SWIC Foundation and the  
Rotary Clubs of  
Belleville & St. Clair County East

**REGISTRATION DEADLINE IS SEPT. 7, 2018**

+++ Event Date: Oct. 13, 2018 +++ 11:00am - 2:00pm +++

EXACT BUSINESS NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

WEB SITE \_\_\_\_\_

DETAILED DESCRIPTION OF FOOD/PRODUCT/SERVICE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DIMENSIONS OF FOOD VEHICLE \_\_\_\_\_

SIDE OF VEHICLE SERVING FROM \_\_\_\_ PASSENGER \_\_\_\_ DRIVER

GENERATOR DETAILS \_\_\_\_ ATTACHED \_\_\_\_ DETACHED

(IF ATTACHED, DESCRIBE LOCATION OF GENERATOR ON TRUCK) \_\_\_\_\_

\_\_\_\_\_

MAKE CHECKS  
PAYABLE TO

**"SWIC FOUNDATION"**

MAIL TO:

**Southwestern Illinois College**  
2500 Carlyle Avenue  
Belleville, IL 62221

or On-Line Payment  
is available at\*

[www.swic.edu/community/foundation](http://www.swic.edu/community/foundation)

*\* (Paper Registration still required)*

**ONLY  
FULLY COMPLETED  
APPLICATIONS  
WILL BE ACCEPTED**

NO RAIN DATE  
NO REFUNDS

\_\_\_\_\_  
CHECK # (SWIC USE ONLY)

\_\_\_\_\_  
DATE RECEIVED (SWIC USE ONLY)

**FOOD TRUCK VENDOR FEE: \$50\***

*\* Plus 15% of food sales*

# FOOD TRUCK VENDOR REGISTRATION FORM

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Registration Form and all fees must be received by Sept. 7th, 2018. Confirmation of Food Truck Vendor registration will be sent by e-mail and posted weekly on the SWIC Foundation website. Please keep a copy of these instructions.

**INSURANCE LIABILITY CERTIFICATE: PLEASE SUBMIT WITH YOUR REGISTRATION**

**FEED A MIND EVENT: OCTOBER 13 11:00 AM TO 2:00 PM**

**SETUP: MUST BE COMPLETED BY 10:30 AM**

- Food Truck Vendors should arrive at entrance location to set up no earlier than 8:30 a.m. Your entrance location will be sent by e-mail to you the week before the event.  
IF YOU HAVE SPECIAL REQUESTS PLEASE DO NOT CALL BUT ADDRESS THEM IN WRITING AND SUBMIT WITH FOOD TRUCK VENDOR REGISTRATION FORM.

**SHOPPING HOURS: 11 AM TO 2:00 PM**

**TEAR-DOWN: STARTS AT 2:30 PM**

EARLY TEAR-DOWN IS NOT PERMITTED. IF YOU TEAR-DOWN EARLY, YOU WILL NOT BE ASKED BACK NEXT YEAR.

## GENERAL INFORMATION

- Food Truck Vendors are responsible for disposing of all trash in the nearest trash receptacle. We ask that you leave your assigned area in the same or better condition than when you arrived for set-up.
- Food Truck Vendors MUST dispose of all fats and oils in proper containers and be responsible for removing these containers completely from the event site. **NO GREASE CAN BE POURED DOWN PUBLIC DRAINS.** Disposal of waste in this manner can be subject to a City fine.
- For additional information, leave a message at 618-222-5663 or e-mail your request to: [michele.crehan@swic.edu](mailto:michele.crehan@swic.edu)

I assume responsibility for the property I will bring to the FEED A MIND Food Truck event and will not hold Southwestern Illinois College or the SWIC Foundation or either the Belleville or SCCE Rotary Clubs liable for any damages, theft, or personal injury that may occur. I also agree to carry liability insurance.  
And I agree that my name/business name and photos may be used by the SWIC Foundation and Rotary to promote the event.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_