



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) _____

FOOD TRUCK VENDOR FEE: \$50*

* Plus 15% of food sales

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

* (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 REGISTRATION FORM

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

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 _____