

Food Truck Park @Post Office Square

Vendor Interest Form

INSTRUCTIONS: All interested Vendors must submit this completed interest form by email to Urban Synergy in Action, LLC, Site Manager, at lease@usabridgeport.info.

Please note that by submitting a vendor interest form, you are not automatically selected as Vendor of the Food Truck Park pool. Vendors are accepted based upon on the availability of space, the diversity of offerings, the quality of product offered, and the Vendor's ability to meet the criteria outlined in the Regulations document. Selected Vendors will be notified 14 days in advance of open vendor spaces.

Contact Name: _____

Business Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Website: _____

Social Media: _____

Business Description

Tell us about your business (products, size, special practices or certifications, how long have you owned it).

Product(s) Description

Please provide a detailed description of all of the items you plan to sell at the food truck park.



Vehicle Requirements: Please indicate the type of food truck you operate. NO PUSH CARTS, TABLES, OR TENTS ALLOWED.

My food truck IS attached to a vehicle

My food truck IS NOT attached to a vehicle

Weekly Hours of Operation: Half-day vending is 11:00 AM – 3:00 PM on Wednesday’s and Thursday’s. Full-day vending is 11:00 AM – 9:00 PM on Friday’s. Setup and breakdown hours are one hour before start time and within one hour after end time.

Weekly Location Fee: There is a \$55 weekly location fee to vend **FOR THE THREE-DAY WEEK:** Wednesday’s and Thursday’s from 11:00 AM – 3:00 PM, and Friday’s from 11:00 AM – 9:00 PM. All fees must be paid in advance and scheduling mechanism will be provided upon selection. Fees include:

- Parking space
- Inclusion in promotional marketing
- Food Truck Park Management

Please contact Kim Bianca Williams, Site Manager, Urban Synergy in Action, with any questions by phone 912-655-1795 or email lease@usabridgeport.info.

I acknowledge that I have read the Food Truck Park @Post Office Square Regulations and agree to adhere to the rules of the park, if accepted.

Signature

Date



Food Truck Park @Post Office Square

Vendor Regulations Form

Thank you for your interest in the Food Truck Park @Post Office Square. The Food Truck Park is located at Post Office Square at the corners of Golden Hill and Middle Streets. The park operates year-round, rain or shine, Wednesday's and Thursday's from 11:00 AM – 3:00 PM and Friday's from 11:00 AM – 9:00 PM. Schedule adjustments may occur based on need, holidays, and severe inclement weather.

IMPORTANT: All Vendors must refer to the City of Bridgeport's Food Safety Guidelines and provide a copy of your Commercial Kitchen License and/or Health Department permits, and ServSafe Certification.

- Governing Agencies:** Urban Synergy in Action has complete authority over the operation of Food Truck Park @Post Office Square, and reserves the right to limit and control the use of the space where the Food Truck Park operates.
- Obligations of Vendors to government agencies:** All Vendors must comply with all City of Bridgeport, State of Connecticut, U.S. Government, and Urban Synergy in Action regulations and requirements. All Vendors must conform to all requirements of all pertinent health agencies and must maintain all pertinent health documents at their site to be produced upon demand. All scales must bear a Connecticut Department of Consumer Affairs seal. Any required sales tax charges are the responsibility of each Vendor. Vendors who sell anything subject to collection of sales tax are responsible for doing so themselves. Vendors must adhere to additional requirements of law and regulation as they arise, or any requirement that the Food Truck Site Manager(s) in his/her sole judgment believes necessary to maintain an orderly Food Truck Park.
- Who may sell in the Food Truck Park @Post Office Square:** Only Vendors who have satisfied all of the requirements of the Regulations are allowed to sell. **NO PUSH CARTS, TABLES, OR TENTS ALLOWED.** No other activities other than the selling of approved products will be allowed without permission of the Food Truck Site Manager(s), and in accordance with the restrictions of the City of Bridgeport.
- Urban Synergy in Action and its designate will act as Food Truck Park Site Manager.** The Food Truck Site Manager's duties will include: the management and selection of participating Vendors, collection of documentation and fees from Vendors, and resolving or forwarding to the proper authority any questions, comments, or complaints involving the operation of the Food Truck Park.
- The procedure for becoming a Vendor of Food Truck Park @Post Office Square:** The applicant will submit to Urban Synergy in Action the Vendor Interest Form and in detail list all products the



applicant would like to sell at the Food Truck Park, as well as any other information or documents that the Food Truck Site Manager(s) may request, in order to determine the eligibility of the applicant to sell at the Food Truck Park. Only the Vendor Interest Form is to be turned in at that time. The Food Truck Site Manager(s) will then determine whether or not to accept the applicant. Vendors will be notified 14 days in advance of open vendor spaces. Vendors will then have access to a scheduling mechanism to secure their parking space. There are a limited number of parking spaces. No parking space is guaranteed until a confirmation is received from Urban Synergy in Action.

Once Vendors are notified that they are accepted as a Vendor of the Food Truck Park pool, the signature portion of the Vendor Regulation Agreement (this document) is to be emailed to Kim Bianca Williams, Site Manager, at Urban Synergy in Action: lease@usabridgeport.info.

Urban Synergy in Action must receive the signed Agreement signifying agreement to abide by the Regulations in order to participate in the Food Truck Park.

7. **The hours of operation and location of the Food Truck Park @Post Office Square:** The Food Truck Park @Post Office Square will be held every Wednesday, Thursday, and Friday at Post Office Square (Golden Hill & Middle Streets) Bridgeport, CT 06607. Park hours are 11:00 am to 3:00 pm, Wednesday and Thursday and 11:00 am to 9:00 PM Fridays. Setup up time is 10:00 AM, Breakdown begins at 3:00 pm and not before (9:00 PM on Fridays). Hours of operation will be subject to change at the discretion of the Site Manager(s).

8. **Vendor agrees to defend, indemnify, and hold harmless** The City of Bridgeport, and Urban Synergy in Action and their respective officers, Commissioners, employees, volunteers, and agents from and against any and all claims, demands, losses, damages, costs, liabilities, and expenses (including, but not limited to, reasonable attorneys' fees and costs of suit, investigation fees, and expert fees) of whatever kind or character, on account of any actual or alleged loss, injury, or damage to any person, firm, or corporation or to any property, arising out of or in connection with the negligent actions or omissions or willful misconduct on the part of the Vendor.

9. **Limitation of Liability.** In no event shall the City of Bridgeport, and Urban Synergy in Action, the Site Manager(s) or any of their respective officers, Commissioners, employees, volunteers, and agents be liable for any incidental, special, or consequential damages (including without limitation lost profits) even if they have been advised of the possibility of such damages.

10. **Fee Structure:** There is a \$55 weekly location fee to vend **FOR THE THREE-DAY WEEK:** Wednesday's and Thursday's from 11:00 AM – 3:00 PM, and Friday's from 11:00 AM – 9:00 PM. All fees must be paid in advance and scheduling mechanism will be provided upon selection.

11. **Vendor's attendance** in the Food Truck Park @Post Office Square must be consistent. The Food Truck Park @Post Office Square is committed to providing services despite inclement weather, unless there are dangerous weather conditions (lightning, snow, and ice, for example).



12. **Signage:** Each Vendor is required to prominently display the name and location of his/her business.
13. **Fair Pricing:** All products must be properly labeled and all prices must be clearly marked.
14. **All Vendors and their employees must act professionally.** They must be courteous and honest with all customers. There will be no profanity, shouting, or causing of disruption to the Food Truck Park @Post Office Square.
15. **Samples:** If sample food products are offered to the public, samples must be kept cool in clean, covered containers and distributed in individual portions with clean disposable serving utensils. Please refrain from using plastic utensils wherever possible. Hand sanitizers and paper towels must be available to customers at all times. Sampling must conform to the City of Bridgeport Board of Health guidelines.
16. **Per the City of Bridgeport's Department of Health:** All processed and prepared foods to be sold at the Food Truck Park @Post Office Square must come from an approved source and must be prepared at an approved, inspected facility. These facilities can be commercial kitchens, inspected church kitchens, or other retail or wholesale food establishments. Each Vendor should make arrangements with the appropriate personnel to use these facilities. Private kitchens cannot be used for processing or preparing foods. In addition, all Vendors serving food, must be licensed. Please refer to the Food Safety Guidelines document for additional information.
17. **Event Contact**
- Kim Bianca Williams, Urban Synergy in Action – 912-655-1795, lease@usabridgeport.info – Food Truck Site Manager
18. **Set Up and Food Truck Parking:** You will be guided to your location when you arrive on Wednesdays by a representative of Urban Synergy in Action, Site Manager.



SIGNED AGREEMENT

This Food Truck Park @Post Office Square Vendor Regulations Agreement will be governed by, and construed in accordance with, the laws of the State of Connecticut, without regard to the conflicts of laws provisions thereof. By signing below, Vendor agrees to exclusive jurisdiction in the state courts of the State of Connecticut.

Signed: _____

Name, Title: _____

Company Name: _____

Date: _____

Signed: _____

Name, Title: Kim Bianca Williams, Site Manager

Company Name: Urban Synergy in Action, LLC

Date: _____

Please email signed form to Urban Synergy in Action at lease@usabridgeport.info upon acceptance as a participating Vendor at the Food Truck Park @Post Office Square.

