

# FOOD TRUCK VENDOR APPLICATION

## LIBERTY COUNTY CHAMBER OF COMMERCE FOOD TRUCK FESTIVAL

107 South Commerce Street, Bradwell Park, Hinesville, Georgia

Saturday, September 20, 2025 11am-4pm

**APPLICATION DEADLINE: SEPTEMBER 5, 2025**

### Instructions:

- Full payment is due at the time the application is submitted. The final application deadline is **September 5, 2025**
- Payment may be made with either credit card or check.
- Acceptance into the festival is done on a rolling admission basis. Once we reach our capacity registration closes and we will not accept any more food trucks.
- All payments are final. We are a rain-or-shine event. We do not offer refunds.
- You are responsible for being aware of the City of Hinesville Fire Dept rules for events, to include the need for fire extinguishers, sand bags for tents, etc. You can reach them at 912.876.4143.

Name of Food Truck\*

On-Site Contact Name\*

First Name\*

Last Name\*

Address\*

Address Line 1

City

State

ZIP Code

Cell Phone\*

Email\*

Onsite Manager\*

Manager Onsite Cell Number\*

Which side do you serve from? (driver's or passenger's) \*

Website

Facebook Page

Description of Products

## **Liberty County Food Truck Festival Vendor Contract**

### **VENDOR RESPONSIBILITIES**

You will need to bring your own setup. Signage and menu should be visible for patrons during the event operation hours.

### **EVENT SET UP INSTRUCTIONS**

The festival committee will begin setup at 8am Saturday morning. Food Truck vendors can arrive no earlier than 9:30am to begin setup. We open to the public at 11:00am and trucks must be ready to serve.

### **INDEMNIFICATION**

Vendors shall indemnify and save and hold harmless, the Liberty County Chamber of Commerce and the Liberty County Convention & Visitors Bureau, all parent and Holding Companies, its Board of Directors and its officers, agents and employees from and against any and all loss, liability, damage, cost and expense, including but not limited to reasonable attorney fees, for injury, death loss or damage of whatever nature to any person, property or any other claim by Vendor or its officers, employees, agents, customers, licenses, invitees or any other person, firm or cooperating resulting from the occupancy of the Premises.

This indemnification shall not extend to any loss, liability, damage, cost or expense caused by the act or omission of the Liberty County Chamber of Commerce and the Liberty County Convention & Visitors Bureau and its Board of Directors, and their respective officers, agents and employees. All vendors release right to be used in film and photographers by the Liberty County Chamber of Commerce and the Liberty County Convention & Visitors Bureau to be used for marketing, advertising and media purposes and any creative method used by the Liberty County Chamber of Commerce and the Liberty County Convention & Visitors Bureau and its parents and subsidiaries.

Thank you for your application to this year's festival. We are honored to be hosting this event.

### **LAWS & PERMITS**

All food vendors must comply with all local, state and federal applicable laws. All food vendors are responsible for obtaining all required business licenses, permits and taxes for operation.

### **RIGHT TO USE SPACE**

Right to use space each food vendor must submit the site fee in full as set forth in application instructions. If food vendor fails to submit their Mobile Food Service Establishment Form or food service permit from their local jurisdiction and is asked to leave, they will not be refunded nor will vendor be granted space at the event. After we receive your application and payment

in full we will grant the food vendor right to utilize space in accordance with all applicable state and city laws and the terms set out below. The right to space is non-transferable. There are no warranties of guarantees. As the event is a rain or shine event. Once the application is accepted no refund shall be granted whatsoever. Acts of God, terrorism, war resulting in event cancellation will not warrant a refund. No vendors may utilize amplified sound without prior written consent. All food vendors must be setup and ready by 11am and vacate no later than one hour after the event has ended. Furthermore, vendors may not vacate premise until the festival ends.

All vendors must remove trash before departing. Vendors may not use carts provided by the festival for their trash. A \$200 fine is imposed on any and all trash remaining. No hot coals may be dumped anywhere. As fire may result. \$1200 fine will be imposed on any infractions. All terms of use of the vendor application, instructions, notes and communications are made applicable within this contract.

#### **MERCHANDISE: BARRED ITEMS**

The Liberty County Chamber of Commerce and the Liberty County Convention & Visitors Bureau, agents and employees reserve the right to inspect all vendors merchandise to ensure as specified in application item to be sold. No vendor may sell any items in prohibition by Georgia law such as baby formula, pharmaceuticals, drugs and the likes. No vendor may sell counterfeit and/or stolen merchandise. No vendor may sell alcohol.

#### **INDEMNIFICATION AND RELEASE**

Vendors will release and hold harmless the Liberty County Chamber of Commerce and the Liberty County Convention & Visitors Bureau, its agents, employees, volunteers, venue, its agents, employees or representatives from any and all claims resulting from harm, damage and/or losses associated with the festival. Vendors agree to be filmed and photographed for marketing, advertising and social media purposes.

#### **ADVERTISING**

All advertising by vendors must be done at cost and must gain written permission from the Liberty County Chamber of Commerce and the Liberty County Convention & Visitors Bureau. Vendors MAY NOT set up a separate Facebook page or event advertising the Food Truck Festival in any way.

#### **REVOCATION OF SELLING PRIVILEGES: TERMINATION & LITIGATION**

Any vendor who evades payment of any all applicable fees, fines or the likes will result in termination of contract. The Liberty County Food Truck Festival is a multicultural event and no form of discrimination will be tolerated. Such acts will result in termination of the contract. Any vendor complaints with reasonable proof as to misrepresentation of products; giving false information of the product type, consistency, origin, condition or quality will range from termination of this contract to actionable offense. Any vendor who fails to comply with any Federal, State and/or Local Laws will result in immediate termination of the contract and may result in legal action. The Liberty County Chamber of Commerce and the Liberty County

Convention & Visitors Bureau the right to modify any/and all rules within at written notice to the vendor.

Signature\*

Payment\* \$80 Vendor Fee is due with your application.

**Your application is not complete until we receive payment.** Submitting an application does not guarantee entry to this event. If your food truck is not selected, your payment will be returned.

- ☐ *I will pay the fees via check (included with this application or mailed). Payment made to the Liberty County Chamber of Commerce, to 208 East Court Street, Hinesville, GA 31313*
- ☐ *I will pay the fees by credit card by calling 912.368.4445 or stopping by in person.*

The Liberty County Food Truck Festival works on a rolling admission basis. Once we have reached our capacity admission will be closed. Thus, applications that meet all the requirements and submit a full application are admitted to the festival as space allows.

**MAYOR**  
Karl A. Riles

**CITY MANAGER**  
Kenneth K. Howard

**CITY CLERK**

**CITY ATTORNEY**  
Linnie L. Darden, III



**MAYOR PRO TEM**  
Vicky C. Nelson

**COUNCIL MEMBERS**  
Diana F. Reid  
Jason Floyd  
Dexter L. Newby  
Jose A. Ortiz, Jr.

All mobile food service establishments operating within the City of Hinesville must comply with applicable codes, standards, and laws set forth by the NFPA, the State of Georgia and specifically the City of Hinesville Ordinance #2022-01. Mobile food establishments shall be inspected by the Fire Marshal's Office to ensure compliance with this ordinance. The below referenced information is not an all-inclusive checklist and you should refer to the City of Hinesville Ordinance #2022-01 for all mobile food service establishment requirements.

- The mobile establishment shall not conduct business in any manner that blocks or restricts the public right of way, required exits, pedestrian or vehicle traffic, any fire department connections, hydrants, fire department access roads or fire lanes.
- Mobile establishments shall be separated from buildings or structures, combustible materials, vehicles and other cooking operations by a minimum of 10' and at least 20' from tents and other membrane structures.
- All mobile establishments utilizing any combustible gas-fueled appliances shall monitor those appliances with a combustible gas detector. A listed LP gas alarm shall be installed within the mobile establishment and in the vicinity of the LP gas system components. In addition, a shut off valve shall be readily accessible and identified with a sign permanently affixed to the vehicle displaying reflective decal material with minimum 2" letters.
- Mounted liquid propane and natural gas tanks must be secure and conform to NFPA standards relating to the safe mounting of tanks. (NFPA 58:5.2.4 and NFPA 58:6.23.3.3)
- All mobile establishments shall be equipped with a readily accessible multipurpose dry chemical extinguisher with a minimum rating of 2A 10BC. In addition to the multipurpose (ABC) extinguisher, any mobile establishments utilizing fats and oils that result in the production of grease laden vapors shall have a readily accessible Class K portable extinguisher. All extinguishers require annual inspections to remain compliant. (NFPA 10)
- Mobile establishments utilizing grills and/or fryers, hood ventilation and fire suppression systems are required. The fire suppression system is required to be serviced and tagged every six months while the hood ventilation is required to be professionally inspected at least annually. The hood report must be on site available for inspection.
- Fabric awnings shall be fire rated and comply with IFC section 3104 and NFPA 701.
- Non-permanently mounted generators shall be located at least 25' from combustibles or public gathering areas. Additionally, generators shall not be refueled when the generator is in operation or within 20' of the mobile establishment.
- Generators shall not be operated within 20' of tents or other membrane structures.
- Generators mounted in storage compartments in the mobile establishment must be vented to prevent fumes from entering the mobile establishment.
- An audible or visual alarm shall be provided on the exterior of the mobile establishment to indicate an alarm activation. (NFPA 96:10.6.1)
- The mobile establishment shall be required to have their current Department of Health certificate on site.
- Mobile establishments without proper business, food service permits, or licensing will be ordered to cease operations immediately. Event coordinators must retain a signed copy of this letter for all applicable participants. Any questions regarding these requirements should be directed to the Hinesville Fire Department's Fire Marshal's Office.
- All mobile establishments must display a valid Hinesville Food Truck Compliance sticker which is received upon a successful inspection by the Hinesville Fire Marshal's Office.

*"Home for a Day or a Lifetime"*

115 East M.L. King Jr. Drive, Hinesville, GA 31313 (912) 876-3564  
[www.cityofhinesville.org](http://www.cityofhinesville.org)

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**Mobile Food Service Establishment Information**

Establishment Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Commissary Location: \_\_\_\_\_

Event Name: \_\_\_\_\_

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

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

**\*\*By signing this, I agree to abide by the rules and regulations set forth in City of Hinesville Ordinance #2022-01. \*\***

Kevin Bechert  
**Chief Fire Marshal**  
Hinesville Fire Department  
[kbechert@cityofhinesville.org](mailto:kbechert@cityofhinesville.org)  
Cell: (912) 622-3698

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