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2022 Food Truck Tuesday Guidelines

Thank you for your interest in participating in the City of Colorado Springs and the Colorado Springs Pioneers Museum's Food Truck Tuesday!

Food Truck Tuesday draws customers from throughout the southern end of Downtown Colorado Springs, where restaurant options are few and lunchtime customers are many, thanks to the proximity of the Justice Complex, the Sheriff's Office, the Plaza of the Rockies and other large centers of employment. Food trucks participating in Food Truck Tuesday play a vital role in helping the Colorado Springs Pioneers Museum and the City of Colorado Springs activate and revitalize Alamo Square Park.

The 2022 season is scheduled from 11 a.m. to 1:30 p.m. every Tuesday starting May 17th and ending October 25th. This year Food Truck Tuesday will consist of two lineups of trucks for a rotating schedule through the season. This means that each truck will participate for a total of 12 weeks. Each of the two lineups will be randomly drawn from the selected trucks.

REQUIREMENTS AND RULES FOR PARTICIPATION

- Food Trucks shall setup on the west side grounds of the Pioneers Museum (see staff for entry points) between 9-10:30 a.m. Positioning of trucks shall be first come, first served. All pickup trucks transporting trailers must be detached and parked offsite.
- Food Trucks shall be open and ready to accept customers at 11 a.m. sharp and will bring adequate supplies to continue serving until 1:30 p.m. (penalties for late arrival/early closure may apply). Please note that your consistency and reliability is important to the customers you serve as well as to the coordination and management of the event, and your attendance record is a criterion during annual vendor selection.
- Trash and debris must be disposed of properly and the area left clean.
- Food Truck vehicles should be located on paved/concrete surfaces only. Vehicles are prohibited from driving and/or parking on grass.
- Any damage to the exterior of the building or park grounds may result in charges for damages and disqualification from further use.
- A barrier is required to be placed under any objects that may leak onto sidewalks (engines, generators, grease, etc.) If there is found to be damage/staining of the concrete sidewalks from any Food Truck, then an additional \$50 per spot will be assessed.
- Food Trucks must provide proof of the following licenses/inspections:
 - **State of Colorado Sales Tax License**-Colorado Department of Revenue, 4420 Austin Bluffs Parkway, Colorado Springs, CO 80918, (303)866-3711
 - **City of Colorado Springs Sales Tax License**-City Sales Tax Office, 30 S. Nevada, Suite 203, Colorado Springs, CO 80903, (719)385-5903

- **City of Colorado Springs Mobile Food License**-City Clerk's Office, 30 S. Nevada, Suite 101, Colorado Springs, CO 80903, (719)385-5901
- **State of Colorado License to Operate a Retail Food Establishment**-El Paso County Public Health, 1675 West Garden of the Gods Road, Suite 2044, Colorado Springs, CO 80907, (719)578-3199
- **Health Inspection Report**-El Paso County Public Health, 1675 West Garden of the Gods Road, Suite 2044, Colorado Springs, CO 80907, (719)578-3199
- Food Trucks must carry liability insurance in the amount of \$1 million and provide a certificate of insurance which names the Colorado Springs Pioneers Museum and City of Colorado Springs as additional insured by including the following verbiage in the "description of operations" section: **The Colorado Springs Pioneers Museum and the City of Colorado Springs, its elected officials, employees and volunteers, are included as additional insured with respect to the policies required by the Special Events Permit.** The address for the Certificate Holder must be Colorado Springs Pioneers Museum, 215 S. Tejon St., Colorado Springs, CO 80903.

EXPECTATIONS FOR PARTICIPATION

- **Participation Fees**

The museum reserves the right each Food Truck Tuesday season to update and change the rates for participation due to varying needs such as park ground maintenance and adjustments in service costs. All proceeds from this event support the 501(c)3 nonprofit Colorado Springs Pioneers Museum's mission to build a lasting connection to the Pikes Peak Region by preserving and sharing our cultural history and also cover the expenses associated with Food Truck Tuesday (e.g. trash collection, sidewalk power washing, staff, marketing/advertising, park maintenance).

- **Fee Structure:**

- Small Vendor (under 20 ft in length) = \$360 for the season (12 weeks)
- Medium Vendor (20+ ft in length) = \$420 for the season (12 weeks)
- 3% of daily sales through the season

- **Payment Schedule:**

- Nonrefundable 20% deposit due by May 14th
- Remaining balance for the season due by November 1st

- **Marketing**

The Colorado Springs Pioneers Museum will work with the City of Colorado Springs, Downtown Partnership, media, community partners, and social media to advertise Food Truck Tuesday to the public. It is incumbent on each truck operator to draw customers using all the publicity tools at their disposal, including but not limited to social media, e-newsletters, advertising, and media alerts.

The following guidelines notwithstanding, the over-riding condition regarding use of CSPM facilities assumes that users will leave the building, collection, and park in the same or better condition than they found it. It is the responsibility of each food truck to have an understanding with their staff, volunteers, and representatives that clean-up, repair of any breakage or other mishaps are the truck's responsibility.