

Title: Food Trucks at the WDM – Guidelines & Tips	Category: Guidelines
Type: Programs	Approved: December 5, 2023 Revised:
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Goals/Objectives of the Visiting Vehicle/Equipment Program

1. Enhance WDM events by making interesting food choices available to visitors.
2. Provide a venue for local food truck owners and operators to showcase their foods.
3. Where a mutually beneficial partnership is obtainable, the fees for onsite food trucks; associated sponsorship or rental costs, can be waived at the discretion of the Museum Manager.
4. Ensure safe operation by qualified operators on mechanically sound vehicles in safe, accessible locations on WDM grounds.
5. Ensure operators and their vehicles are covered by adequate levels of insurance.

Food Truck Guidelines & Logistics to Consider

1. Understand your local city’s rules for food truck operation on private property. Each city in Saskatchewan may have different requirements under different headings, such as mobile food trucks, mobile concessions, outdoor food carts/vendors.
2. Consider whether you want to invite one truck, two trucks, or many trucks.
 - a. How many people are expected at your event?
 - b. Will the food trucks be competing with any other on-site food options?
 - c. Do you want to offer a variety of foods? You will want to ensure there are options for those with common dietary restrictions.
3. Decide whether you will allow truck(s) to be plugged into an on-site power source or bring their own generator.
 - a. Generators are noisy, so be aware of what that may mean for nearby activities. Generators need space.
 - b. Extension cords limit truck location(s) to near outlets. Are there separate circuits available for more than one food truck or other event thing that needs power? Who will bring the extension cords?
4. Determine where food truck(s) will be located.
 - a. Where is a safe place that is large enough for truck(s) to park?
 - b. Make that sure if food trucks will require power that the location is close enough to an outlet.
NOTE: Very long extension cords, or multiple cords strung together, do not always work (and may be a tripping hazard).
 - c. Are there any obstacles that truck(s) can’t drive over, around, or under to get into place?
 - d. Avoid areas where rain could cause trucks to get stuck.
 - e. Make sure food trucks and petting zoos are not near each other.

- f. If the event is not during the day, consider lighting in the area where the truck will be.
 - g. Will the truck(s) be blocking vehicle or pedestrian pathways or other vendor or event prep areas?
 - h. Be clear on the direction the food truck(s)'s window (and line) will be facing.
 - i. Is the line area accessible for all visitors to approach the truck(s)?
 - j. Consider lines. Do not set up where lines of people waiting will be in the way of traffic or vehicles parking. Make sure there is enough room for people to wait in line and to get food. As a bonus, consider what is nearby that can entertain folks while they are in line.
 - k. If the food truck area is not near washrooms, consider providing hand-wash stations.
 - l. If the food truck will be left at the WDM overnight (i.e. for multi-day events), will security be provided?
5. Setup, service times, takedown expectations
- a. Be sure you have a point person on-site to handle any questions or logistics that crop up throughout the day and that all food truck vendors know how to reach them.
 - b. Do you expect the food truck to be on-site and ready to open when the event opens? If so, they should be scheduled to arrive well ahead of the event start time.
 - c. May the food truck leave early if sold out and who/how should they let know? If so, how should they navigate the busy grounds on the way out? Vehicles/equipment must be in place on the grounds prior to event start time. In general, for the safety of all visitors and exhibitors, they are not to be driven around the Museum grounds during the event.
 - d. If the food truck vendor(s) have extra workers arriving throughout the day, how will they identify themselves at the event gate?
 - e. Will you allow truck(s) to bring and setup additional signage? Where?
 - f. Some food trucks have their own stereo and can provide music. Determine whether you will allow that.
 - g. Will any food vouchers be pre-purchased by the WDM for staff/volunteers?
 - h. Determine who will handle visitor trash and cleanup. This will typically be the responsibility of the WDM.
6. Ask food truck owners if they have a standard contract or agreement they use. If they do, ensure it covers the fields in our template below. If they do not, use the questions above and fields in the template to create one.

Title: Food Truck Agreement Template	Category: Template
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Food Truck Agreement Template

When creating food truck agreements, use the fields below. You may add, edit or rearrange fields to suit your event.

CONTACT INFORMATION

Vendor Name

Vendor Contact

Name:

Email:

City / Town:

Phone Number:

Alternate Vendor Contact Name (optional)

Phone Number:

WDM Contact

Name:

Email:

Phone Number:

EVENT INFORMATION*

Event Name:

Date(s):

Hours:

Expected Attendance:

Setup time(s):

Food service time(s):

Takedown time(s):

SETUP, SERVICE TIMES, TAKEDOWN EXPECTATIONS

1. Food truck/cart size, including weight, and necessary clearance (approx.):
2. [Business name] requires/does not require a guarantee of a minimum number of visitors/food order.
3. [Business name] may arrange a pre-event visit to inspect the site and discuss logistics by contacting the WDM Contact specified above. This pre-event visit must be at least ___ days before the event. All final decisions about vendor locations will be made by the WDM.
4. The WDM agrees to:
 - a. Provide a safe space for [business name] to operate, including space for line-ups.
 - b. Provide tables and chairs for patrons to sit to eat.
 - c. *(If applicable)* Provide on-site power and/or extension cords to reach on-site power.
 - d. Provide garbage cans and take care of cleanup of patron's trash.
5. [Business name] agrees to:
 - a. Be onsite by the event setup time and stay onsite until the event take-down time, as stated above. *(Include any exceptions here)*
 - b. *(If applicable)* Provide their own power generator for their operations.
 - c. Provide food service to WDM visitors during the food service time as stated above.
 - d. Provide everything necessary to serve and consume all food and beverages served. This includes any tables outside the food truck/cart for condiments, etc.
 - e. Return their assigned space in the same condition as when they arrived. Any damage to the space, including but not limited to staining from the operation of the food truck/cart, will be fully remedied at their expense.
 - f. Dispose of business trash off-site after the event. *(Unless other arrangements are made, then list those.)*
6. [Business name] may/may not play music over loud speakers during the event.
7. [Business name] may/may not bring their own signage for display on WDM grounds. The WDM reserves the right to require the removal of signage with inappropriate content (as deemed by the WDM) or content that is not in line with WDM values.

PROMOTION

Description of business for promotional purposes:

- [Business name] will provide a copy of their logo to the WDM for use in promotional materials.

Forms of payment accepted:

The WDM will be taking photographs for use in its promotions and publications.

- Yes, the Western Development Museum (WDM) has permission use images of [business name]'s food truck/cart, food or staff, taken at the **[LOCATION]**, on its website or in any other WDM publications without restrictions or cost.
- No, the WDM may not use images taken of [business name]'s food truck/cart, food or staff.

CANCELLATION

Either party may cancel this agreement with ____ days notice. *(List any agreed upon penalties here.)*

Raincheck policy: If the event cannot be held due to weather, the WDM will inform [business name] with as much notice as possible.

SIGNATURES

As a representative of [business name], I verify that:

- [Business name] and all operators/employees have the necessary permits, insurance, and food safety training for Saskatchewan and [local city.]
- [Business name] and its operators/employees will abide by this agreement.

Vendor Representative

Date

WDM Representative

Date