



Tumwater Parks & Recreation 2024 Food Vendor Information Packet

Thank you for your interest in becoming a food vendor with Tumwater Parks & Recreation. Our goal is to support local food vendors in Tumwater while delivering top-notch events to our community.

This packet will guide you through the food vendor application process and assure that your food truck meets all the requirements. We are excited to work with you!

EVENT LOCATIONS:

Most Tumwater Parks & Recreation events take place at the Tumwater Valley Golf Course, located at 4611 Tumwater Valley Drive SE, Tumwater, WA 98501. Other event locations may include Tumwater City Hall, Tumwater Headquarters Fire Station, Pioneer Park, and Tumwater Hill Park.

APPLICATION:

Vendor applications are accepted online only. Submittal of application does not guarantee participation. Acceptance is based on the application submission date, variety of food offerings, and payment. Staff will review submitted applications and respond via email regarding approval or denial.

We reserve the right to limit the number of vendors in a 'competing' food category. We are unable to guarantee there will be no competing vendors; however, we take this into serious consideration during mapping and placement. These are rain or shine events. No refunds will be offered.

2024 FEES:

- 4th of July Festival and Brewfest: \$200 flat fee per truck per event
- All other events: \$100 flat fee per truck per event

PAYMENT:

If your application is approved, staff will inform you via EventHub with a request for payment. Credit card payments will be accepted.

INSURANCE:

Vendors are required to provide a certificate of insurance naming the City of Tumwater as additionally insured. The insurance certificate must be in the amount of 1 million dollars per occurrence, 2 million dollars aggregate and list the following address:

City of Tumwater
555 Israel Road SW
Tumwater, WA 98501

TEMPORARY FOOD ESTABLISHMENT PERMIT

- Information on obtaining a Temporary Food Establishment Permit can be found on the Thurston County Health Department website. Select [Temporary Food Events](#).
- Applications and payments must be submitted to the Thurston County Health Department no less than 14 days prior to the event in order to avoid a late fee. For more information, please contact the Health Department at (360) 867-2667 or foodapplication@co.thurston.wa.us.
- A copy of the temporary food permit must be displayed day of the event. A Thurston County Health Department representative will be on site to inspect all vendors. Any vendor who is found to be out of compliance with these permits/regulations on event day will not be allowed to vend and will forfeit all fees paid to Tumwater Parks and Recreation.

UBI NUMBER:

All vendors must have a valid WA State UBI number through the Department of Revenue. For more information, visit www.dor.wa.gov.

FIRE PERMITS/SAFETY:

Tumwater Parks & Recreation will apply for a special event permit through the county's Fire Prevention Bureau (FPB). The FPB requires the following:

- Food trucks using propane must have a fire extinguisher with a minimum UL classification of 2A4 0BC. Trucks that require deep frying food preparation must also have an additional fire extinguisher with a minimum UL classification of 2A "K".
- Current inspection tags for each food truck's hood suppression system.
- Any generators/fuels/appliances used need to be a part of the normal setup on the food truck. Generators and fuels are allowed to be separate from the truck, but on the truck is preferred.

Tents or canopies must not be exposed to open flame or any equipment producing heat. Vendors with heat-producing equipment must have fire-retardant tents with a Certificate of Flammability clearly attached.

Trucks that require deep frying food preparation must also have an additional fire extinguisher.

LOAD IN & LOAD OUT:

Load in for each event will depend on the size, location, and specific needs of each vendor. Tumwater Parks & Recreation staff will be on site to direct vendors to their designated location. Vendors must be set up and ready to serve food at least one hour prior to the event start (unless otherwise communicated by Parks & Recreation staff). More details will be provided via email closer to the event date.

Vendors are required to remain on site until the end of the event and remove all event-related trash from their area. In order to ensure a safe exit for participants, food vendors must wait until the public has cleared from the event before leaving.

POWER NEEDS:

All vendors must be self-sufficient; power is not provided.

LOCATION ASSIGNMENT:

Location will be based on competing food categories and application submission date. Staff will provide examples of vendor placement options prior to each event.

PROMOTIONAL PHOTOS & MENU ITEMS:

For marketing purposes, please send photos of your food truck, photos and description of menu items, or a business logo to charvell@ci.tumwater.wa.us. Please send them as soon as possible and no later than one month prior to the event in which you will participate.

GROUND SURFACE & WEATHER:

Most of our events are held outdoors and will take place rain or shine so please be prepared for any kind of weather. There may be some areas that are not level so bring truck levels just in case. If you plan to put up a tent/canopy, it must have a 10 lb. weight on each leg for safety in case of windy weather.

For more information:

Chad S. Harvell, Recreation Coordinator, CPRP / CYSA / CTA
charvell@ci.tumwater.wa.us | (360) 810-1001