



Food Vendor Guidelines

Contact Information: parkadmin@greensborodowntownparks.org

Greensboro Downtown Parks, Inc. (GDPI) is a 501(c)(3) non-profit organization in partnership with the City of Greensboro and serves as the executive management of LeBauer Park and Center City Park, two active and inviting landscapes in the heart of downtown. The mission of GDPI is to serve as the executive management of Greensboro's downtown parks, focusing on public activation, maintenance, financial well-being and overall vitality.

Bringing over 200,000 annual visitors downtown, the parks host hundreds of programs and events each year. Food trucks are vital partners in helping the parks bring diverse dining options and a festive, yet casual atmosphere to community celebrations, concerts, and more. **GDPI appreciates the support of these vendors in making its programs and events successful and aims to continue working with partners who bring diverse cuisine, a friendly demeanor, effective communication, and professionalism to this working relationship.**

Park Locations:

LeBauer Park, 208 N. Davie St. Greensboro, NC 27401 *no power plug-in in Food Truck lane (generators required)

Center City Park, 200 N. Elm St. Greensboro, NC 27401 (circle drive pull-in accessed by Davie St.) *power plugins available

Bookings:

GDPI books food vendors on a seasonal basis for programs and events. An application for events in which vendors are interested is required. Vendors who have met our standards as effective partners will be notified via email at the start of each booking period with the available program/event vending applications. New vendors who wish to be included on these email notifications should complete our contact form here:

Fees & Payment Policy:

Vendor fees are determined by the size and scope of the program/event, with particular attention to projected turnout rates based on previous years' attendance numbers. **At the start of each booking season, a Food Vendor Pricing Guide will be included listing the fees for vending at each program/event.** Generally fees range from \$20 to \$150 per program/event.

Upon submitting preferred vending dates, each vendor will receive a confirmation of final bookings, a breakdown of fees, and payment options. **GDPI requires food vendors to submit payment no later than 2 weeks in advance of the scheduled program/event.** The booking is not confirmed until final payment is received, and GDPI reserves the right to fill the booking with another vendor if payment is not received within the required time frame.

Cancellation & Refund Policies:

GDPI will only cancel a program/event in the case of severe weather and/or hazardous conditions.

Programs/events are not cancelled in the event of light rain and/or snow. Cancellations are determined no later than 2 hours before the program/event start time, and vendors will be notified accordingly. In the event of a cancellation by GDPI, vendors will be offered the opportunity for a refund *or* booking credit* to be put toward another program/event.

In the event that a confirmed vendor needs to cancel its booking for a given date, GDPI requires notification via email no later than 24 hours in advance of the program/event start time, and a *booking credit to be put toward another program/event will be applied to the vendor's account.**

No refunds will be issued beyond the conditions outlined above. GDPI aims to treat every vendor fairly, and may work with vendors to issue booking credits* in special circumstances not outlined in this document. This will be handled by the organization on a case by case basis.

*Booking credits are good for up to one year after being applied to the vendors' account. The use of this credit is subject to the booking seasons for programs/events and cannot be used to reserve a space at a specific program/event in advance of the booking season.

On-Site Rules & Regulations:

- Mobile units may not block any fire access lane.
- Only the mobile food unit is permitted in the event area. All other support vehicles must be removed from the area once setup is complete and offsite 15 minutes prior to designated serving time.
- Vendors are responsible for not leaving behind grease or oil stains on pavement. All vendors are required to have some sort of drip pan underneath their mobile food unit.
- Vendors must vacate the event area within one hour of the session's end time.
- Food vendors using cooking oil, fats, or greases in a deep well fryer or cook top are required to have a Class K fire extinguisher. All vendors must have a fire extinguisher which carries a minimum of a 2A-10B rating. Residential extinguishers are not acceptable.
- Food Vendors must pick up, remove and dispose of all trash including products spilled on the sidewalk within 20 feet of the mobile food unit location.
- Food vendors are expected to comply with all other general park rules, which may be found on our website.

ALL MOBILE FOOD UNITS IN THE DESIGNATED AREA MUST NOT:

- Store, park or leave any mobile food unit overnight on any right-of-way or sidewalk.
- Sell food or beverages for immediate consumption unless the vendor has available for public use their own, or a public, litter receptacle which is adequate and available for the vendor's patrons' use.

- Solicit or conduct business with persons other than pedestrians.
- Sell anything other than that which the vendor is licensed to vend.
- Violate any federal, state, county or city law or regulation that pertains to food, beverages or the preparation or selling thereof.
- Allow the mobile food unit or any other item to rest upon, against or hang from any building or structure lawfully placed on public property, without the owner's permission.
- Pour waste products, (including hot water and drainage from coolers) down a storm drain.

Vending Application Process:

Food vendors will be emailed at the start of each booking season with the available program/event vending applications. **Before completing an application, vendors must ensure that they have the following prepared to submit with the application:**

- A copy of a Guilford County Health Department approval with a designation of Mobile Food Unit (temporary food establishments are not eligible) **OR** A copy of a Guilford County Health Department Exception Letter **OR** If located in another North Carolina county, please provide the appropriate health department approval with “Mobile Food Unit” designation along with a signed agreement to notify the Guilford County Health Department of all assigned times and locations of operation in Guilford County during the pilot program.
- A copy of Certificate of Insurance (COI) for \$1Million. – Naming Greensboro Downtown Parks, Inc. as additionally insured.
- A current menu with pricing and a high-res photo of the cart, food truck or trailer.

Once applications and all required materials are received for the requested dates, GDPI staff will follow up with confirmation of booking dates, a breakdown of fees, and payment options. **GDPI requires food vendors to submit payment no later than 2 weeks in advance of the scheduled program/event.** The booking is not confirmed until final payment is received, and GDPI reserves the right to fill the booking with another vendor if payment is not received within the required time frame.