

**Green Bay Food Truck Coalition  
2021 Food Truck Application  
Due March 27, 2021**

<b>Legal Business Name and or DBA</b>	
<b>Owner Name</b> (first, middle initial, last)	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>D.O.B.</b>	
<b>Cell Phone</b> (contact during rally)	
<b>Email</b>	
<b>WI Sellers Permit Number</b>	
<b>Length &amp; Depth of truck/trailer (include tongue)</b>	
<b>Website</b>	
<b>Facebook</b>	

**\*\*Full name and D.O.B. needed for background check for specific municipalities. All info is confidential. It will only be viewed by the board and will not be shared.**

**ELECTRICAL**

For membership you must be 100% self-sufficient and have your own power source. Only whisper quiet generator(s) are allowed. If you have a generator that does not qualify as whisper quiet, under 70 Decibels dB(A), you will be asked to make the needed corrections before you can participate in a rally. There are some municipalities that will require us to use their electrical source. You will need your own power cords for hook up to your truck in the event that electricity is provided by venue. A 100' extension cord should be sufficient (have proper ends and connections)

Please fill out **all** electrical requirements to run your truck.



# Green Bay Food Truck Coalition 2020 Food Truck Application

## RALLY DATES

Each event will not have more than 10 trucks (7 food 3 dessert max), so that each truck is profitable. Some larger events (i.e.Howard Fireworks) may have increased number of trucks.

Please select the rally dates you wish to participate in. You are not guaranteed any dates. Howard and De Pere have requested rallies in September and October. Those dates will be announced after the Packers schedule is released.

Each event cost is \$50 plus 5% of GROSS sales to designated non-profit unless otherwise noted.

### May Event Dates

	May 23 Bellevue 4pm-8pm		
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### June Event Dates

	June 27 Lawrence 4pm-8pm		
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### July Event Dates

	July 11 Howard 4pm-8pm		July 25 Bellevue 4pm-8pm

### August Event Dates

	August 8 Howard 4pm-8pm		
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### September Event Dates

	September 5 Howard 4pm-8pm		September 12 De Pere 3pm-7pm

## RULES FOR RALLIES AND MEMBERSHIP IN THE COALITION

1. The membership fee to the Green Bay Food Truck Coalition (GBFTC) is \$200 and must also be submitted with your application. Renewing membership fee is \$100 and must be submitted with your application. Failure to include membership fee with application makes the application invalid. Initial \_\_\_\_\_
2. If you are not selected for membership into the GBFTC your \$200.00 check will be mailed to the address listed on your application.
3. There is a \$25 non-refundable application fee to apply for membership and must be submitted with your application as a **separate** check from your membership fee. Founding trucks are exempt from this fee.
4. Application to the GBFTC does not guarantee rally events. It's an application to be part of the GBFTC which includes but not limited to inclusion of the GBFTC website, social media platforms, marketing etc. Initial \_\_\_\_\_
5. The GBFTC does not discriminate against any person based on race, religion, color, gender, sexual orientation, national origin, disability, veteran status, or any other status or condition protected by law.
6. Membership approval is based upon GBFTC Board Members and the founding food trucks. The GBFTC in their sole discretion may reserve the right to refuse membership by any applicant for any reason. Initial \_\_\_\_\_
7. All vendors must be independently owned and not an affiliate with any state, national or international franchise.
8. All vendors will serve out of a food truck or food trailer. No tent operations will be allowed.
9. All vendors will only serve food that is listed and approved in this application.
10. All vendors must have a valid Wisconsin seller's permit.
11. All vendors must have a valid State of Wisconsin Mobile Food Truck Permit or a Temporary Mobile Brown County Health Department Permit.
12. Since all state/local Health department licenses renew July 1 you will be required to email your new license by July 7, 2021. Failure to do so will result in not participating in any events (moneys forfeited) until it's received by the treasure. No one will be reminding you of this. Initial \_\_\_\_\_
13. All vendors must use whisper quiet generators not to exceed 70 decibels.
14. All vendors must provide a 32-gallon garbage can (with bags) for **each** event.
15. All vendors are independent business owners and shall at all times have complete supervision, direction, and control over their business and are not employees of the GBFTC, markets, or GBFTC events.
16. All vendors agree to allow the use of video and photography taken by the GBFTC for promotional and advertising purposes.

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17. The GBFTC is not responsible for operating your business. It is up to the individual business owners to ensure their own success. By becoming a member, you will receive event leads through our website. These leads are confidential within the membership of the GBFTC. Initial \_\_\_\_\_
18. Any attempts to bypass the GBFTC because you're not participating in a particular event due to space and/or competing food options and contact that municipality/host to get into the event, this is grounds for immediate removal from the GBFTC with no refund of any fees already paid. Initial \_\_\_\_\_
19. All vendors are subject to a background investigation by any municipality or host if requested.
20. The following documents must be included with your application: (these documents can be emailed to [info@greenbayfoodtrucks.com](mailto:info@greenbayfoodtrucks.com))
  - Copy of Seller's Permit
  - Copy of Health Department Permit (county and/or state)

Once approved to the GBFTC you will be required to have Certificate of Insurances (COI) for the GBFTC and every venue regardless if you are participating in any events. The reason being is if we call you last minute and there isn't a COI on file for that event you would not be able to participate.

You will also be required to fill out the bottom portion of Wisconsin Revenue Form 240. This will be emailed out to you with the COI request and the event fee schedule (if any) within seven days of your acceptance to the GBFTC.

21. If you are selected for a food truck event listed above or any other event organized by the GBFTC the fee per event is a non-refundable of \$50.00, unless otherwise stated on the event list. You will be sent out an invoice for these events. Failure to pay your invoice by the due date automatically voids your participation in the events. Initial \_\_\_\_\_
22. Part of the GBFTC Mission Statement is giving back to the community. We have partnered up with area non-profits for some of our events. Each truck will donate 5% of their GROSS sales minus \$50 to the designated non-profit. For example, 1,000.00 gross sales minus \$50.00 event fee would be \$950.00 times 5% (.05) would be a donation of \$47.50.  $\$1000.00 - \$50.00 = \$950.00 \times .05 = \$47.50$

23. You will have 7 days to submit to the board member a check or money order (sorry no cash) payable to the non-profit. If payment is not received on time, you will not be allowed to setup for the next 2 events and you forfeit any event fees paid on the 2 events you will miss. After three times of being late with the non-profit payment you will be removed from the GBFTC, all future events and all moneys forfeited. We schedule the donation presentation at the start of each rally which is why we need the donations checks and total before setup.

Initial \_\_\_\_\_

24. Event fees payment schedule is below.

May event fees due April 30, 2021

June event fees due May 30, 2021

July event fees due June 30, 2021

August event fees due July 30, 2020

September event fees due August 15, 2021

25. If payment is not received by above due dates, you forfeit your spot and another truck will take your place. If you are having financial difficulties, contact a board member immediately. Do not send payment for event fees you have not been selected for. Other events can and do pop up throughout the season and those will be collected for if/when the event happens.

Initial \_\_\_\_\_

26. The week after the event fee due dates individual trucks will be contacted to fill any available spots.

27. The Coalition's goal is to build relationships within the community and encourage successful food truck business in the Green Bay area. Any actions by you or your business that negatively impacts the GBFTC will not be tolerated and is grounds for immediate removal of membership from the GBFTC. Initial \_\_\_\_\_

28. If approved as a member of the GBFTC, you are required to attend one of two meetings with the Health (local/state) department the GBFTC has organized. This is mandatory and failure to attend will result in removal of membership of the GBFTC. Initial \_\_\_\_\_

29. Any person removed from the GBFTC will forfeit all money paid.

Initial \_\_\_\_\_

**Green Bay Food Truck Coalition  
2020 Food Truck Application  
APPLICATION CHECKLIST**

- APPLICATION IS FILLED OUT COMPLETELY
- COPY OF SELLER'S PERMIT – MAY BE EMAILED  
INFO@GREENBAYFOODTRUCKS.COM
- COPY OF CURRENT HEALTH DEPARTMENT PERMIT STATE OR  
COUNTY (IF NEW BUSINESS/TRUCK PLEASE INDICATE REASON FOR  
NOT HAVING CURRENT PERMIT) – MAY BE EMAILED
- CHECK FOR \$25.00 APPLICATION FEE MADE PAYABLE TO GREEN  
BAY FOOD TRUCK COALITION
- CHECK FOR \$200.00 NEW MEMBERSHIP FEE MADE PAYABLE TO  
GREEN BAY FOOD TRUCK COALITION
- INITIAL HIGHLIGHTED AREAS
- APPLICATION IS SIGNED AND DATED BELOW

I have read and agree to all terms included with this application.

Signature:	Date:
Print Name:	

Please make checks payable to Green Bay Food Truck Coalition.

All applications due by **March 27, 2021**. No applications will be accepted after this date. Drop off or send application, documents and checks to

GBFTC  
c/o The Dough Shoppe  
844 Willard Drive #2  
Green Bay, WI 54304