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**2026 Mobile Food Vendor Guidelines**

The City of Chippewa Falls is hosting a Sunday Summer Concert Series in 2026. The concerts will begin at 6 pm and run to 8 pm. We will select between 2-3 food trucks per evening, with the exception of **July 4th**. We will seek to have at least 6-8 food trucks due to the anticipated elevated attendance (5000 – 8000 people). An invoice will be sent after dates are selected and confirmed with each vendor.

Please indicate all nights you are available to be a food vendor at this event, and indicate your preferred nights. We will base initial reservations on a first come first serve basis – and will attempt to schedule for your preferred nights – pending level of interest.

**Cost of each night would be $50.00 payable to the City of Chippewa Falls. An invoice will be sent after dates are selected and confirmed with each vendor.**

***The cost for participating on July 4thwill be increased to $100.00 “early bird” fee. Requests submitted after Mach 13, 2026 will have to pay a fee of $175.00 to participate in this event.***

Scheduled Concert Dates are:

* June 7
* June 14
* June 21
* June 28
* ***July 4 (Saturday: Firework show)***
* July 12
* July 19
* July 26

Vendors must:

* Provide insurance certificate with minimum coverage amount of commercial general liability of $1,000,000 per occurrence.
* Provide proof of mobile food vendor license through any County in Wisconsin.
* Provide a copy of menu.
* Dimensions of food truck, trailer or cart and a picture of your food vending facility.
* Must provide promotional/marketing info.
* Vendors will be required to attend every date they are selected as a vendor.
* Vendors will be required to set up in designated spot no later than 5:15 p.m. the evening of the events. Set-up shall not occur prior to 12:00 p.m.
* Vendors may not leave the event prior 8:30 p.m. This is to mitigate safety concerns with pedestrians and motor vehicles in the same vicinity.
* All sales must stop by 9:00 p.m. All vehicles, trailers and equipment shall be removed by 10:00 p.m. (with the exception July 4th, sales must stop by 10:30pm and be removed by 11:30pm)
* **Vendors must provide at least one (1) garbage receptacle to be placed outside your truck, trailer or cart that is removed by 9:00 p.m. Waste from this receptacle shall not be placed in any on-site waste receptacles.**
* Failure to attend a night may result in the loss of any or all other reserved nights.
* In the event of a cancelation due to poor weather, a City Representative will contact the vendor no later than 1:00pm on the day of the event to notify them of the cancelation. The City of Chippewa Falls/Parks, Recreation and Forestry Department is not responsible for any food that was ordered/purchased and or prepped for the event in light of the cancelation. The nightly fee will be refunded at the end of the season.

\*Failure to adhere to these guidelines may result in loss of vendor privileges.

**Mobile Food Vendor Form**

Owner Name: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Address: ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates available (please check all that apply and rank your preferred dates in order of 1 = highest 10 =lowest)

 **DATES RANKING**

* June 7 \_\_\_\_\_\_\_
* June 14 \_\_\_\_\_\_\_
* June 21 \_\_\_\_\_\_\_
* June 28 \_\_\_\_\_\_\_
* July 4 \_\_\_\_\_\_\_
* July 12 \_\_\_\_\_\_\_
* July 19 \_\_\_\_\_\_\_
* July 26 \_\_\_\_\_\_\_

Attachments:

* Provide insurance certificate with minimum coverage amount of commercial general liability of $1,000,000 per occurrence.
* Proof of mobile food vendor license through Wisconsin or Chippewa County.
* Copy of menu
* Dimensions and Photo of Food Vending Facility

Owner Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_