



2025 Food Vendor Guidelines

1. General Requirements

- All food trucks must obtain proper permits and licenses from local health and business authorities.
- Trucks must comply with local health codes, local fire codes, and food safety regulations.
- Each vendor must carry liability insurance and provide proof upon request.
- Trucks must arrive at least one hour before the event start time for setup and be ready to serve at the designated opening time.

2. Placement and Operations

- Vendors must park in designated areas assigned by event organizers
- Vendors will be asked to unhook their trailer from their vehicle if there is limited space at an event.
- Food trucks should not obstruct pedestrian pathways or emergency exits.
- Each vendor is responsible for keeping their area clean and disposing of waste properly.
- Noise levels, including generators, should be kept to a minimum to avoid disruption.

3. Food and Beverage Regulations

- All food and beverages must be prepared and served in compliance with health department regulations.
- Alcohol sales are not permitted by food vendors unless explicitly approved and licensed.
- Vendors should offer a variety of options, including vegetarian, vegan, and allergy-friendly choices if possible.

4. Payment and Sales

- Vendors are encouraged to accept multiple forms of payment, including cash, credit/debit cards, and mobile payments.
- Prices must be clearly displayed for customers.
- No sales of merchandise or non-food items unless pre-approved by the event organizer.

2025 Food Vendor Guidelines Cont.

5. Safety and Compliance

- All trucks must have a fire extinguisher on board and comply with fire safety codes. The Sun Prairie Fire Department may conduct safety inspections before events begins.
- Vendors must follow all COVID-19 or other public health-related guidelines in place at the time of the event.
- Event organizers reserve the right to shut down any vendor not in compliance with these guidelines.

6. Breakdown and Departure

- Vendors must cease operations at the designated closing time and begin cleaning their areas immediately.
- All trash, grease, and other waste must be removed; no dumping on event grounds.
- Trucks must vacate the event premises within the allotted teardown time.
- Trucks who sell out you may not be able to leave early, see event staff to discuss early departure.

7. Vendor Fees and Event Cancellation

- Vendors are required to pay a \$25 participation fee for each designated event. Fees must be paid in advance to secure a spot at the event.
- No refunds will be issued for vendor cancellations.
- In the event of cancellation due to weather or unforeseen circumstances, vendors will be notified as soon as possible. Event organizers may offer a reschedule, partial refund or credit at their discretion.

8. Additional Information

- Any disputes or concerns should be addressed with event organizers immediately.
- Vendors failing to comply with these guidelines may be subject to removal and/or exclusion from future events.

By participating in this community event, food truck vendors agree to adhere to these guidelines to ensure a safe and enjoyable experience for all attendees.

Questions?

Please contact our Events & Sponsorship Manager, Alyse Peters:

✉ apeters@cityofsunprairie.com

☎ 608-590-3828

🌐 cityofsunprairie.com/communityevents

How to pay your vendor fee(s):

Vendor fees are \$25 for each event attended.

You will be sent your fee total, an invoice, and next steps in a confirmation email 3-5 days after submitting your registration form.

There are two options for vendor payment:

1. Preferred method: You can pay this by mailing a check to 2598 West Main Street, Sun Prairie, WI 53590 and make the check out to Sun Prairie Parks, Recreation & Forestry.
2. Or credit card: We cannot accept credit card payments over the phone so you need come into the Parks, Recreation & Forestry Department office at 2598 West Main Street, Monday through Friday from 8am-4:30 pm to pay with credit card + a small processing fee.

Need other accommodations? Please reach out to Alyse Peters for assistance.



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