



Lower Gwynedd Township

Food Truck Application

Date: Saturday, September 13, 2025
Event Time: 12:00 pm to 6:00 pm
Location: Houston Rd, Lower Gwynedd Township

Fall Fest is a street festival celebrating our community that will feature live entertainment, amusements for kids, craft vendors, local retail/service providers and food trucks. Fall Fest is the perfect opportunity to promote and showcase your food truck.

2025 Food Truck Fees: \$100.00 application fee.

Completion and submission of the food truck application, as well as fees, are due by August 11, 2025, to confirm your participation in Fall Fest.

We are committed to ensuring food truck variety to prevent competition with other food truck vendors as well as any restaurants that are participating in Fall Fest.

Proceeds: Food trucks keep 100% of their sales on the day of the event.

Operating License and Insurance: Food truck vendors must provide Lower Gwynedd Township with a copy of their current Operating License no later than 1 month prior to the event.

Food truck vendors must provide a current copy of their Insurance Certificate, naming Lower Gwynedd Township and its employees as additional insured's subject to the limits specified below or required by law, whichever is greater:

1.1 The Vendor shall purchase and maintain the following insurance coverage at not less than the limits specified below or required by law, whichever is greater:

2.1.1 - Commercial general liability insurance or its equivalent for bodily injury, personal injury and property damage including loss of use, with minimum limits of:

\$ 1,000,000 each occurrence; \$ 1,000,000 personal and advertising injury; \$2,000,000 general aggregates; and \$ 1,000,000 products/completed operations aggregate.

This insurance shall include coverage for all the following:

Liability arising from premises and operations;

2.1.2 - Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

i. Liability arising out of the ownership, maintenance or use of any auto (if no owned autos, then hired and non-owned autos);

2.1.3 - If the Vendor has any employees, workers compensation insurance or its equivalent with statutory benefits as required by any state or Federal law, including standard "other states" coverage; employer's liability insurance or its equivalent with minimum limits of:

\$ 100,000 each accident for bodily injury by accident; \$ 100,000 each employee for bodily injury by disease; and \$500,000 policy limits for bodily injury by disease.

2.1.4 - If the Vendor is an individual or sole proprietor operating without workers compensation coverage, personal health insurance or its equivalent.

2.1.5 - Umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:

\$ 1,000,000 per occurrence; \$ 1,000,000 aggregate for other than products/completed operations and auto liability; and \$ 1,000,000 products/completed operations aggregate and including all of the following coverage on the applicable schedule of underlying insurance:

- i. Commercial general liability;
- ii. Business auto liability; and
- iii. Employers' liability

Current insurance certificate is required **no later** than 4 weeks prior to the event. No food truck vendor will be allowed to set up without this certificate of insurance.

Space Assignments: Food truck locations will be determined 2 weeks before the date of the event and information regarding your truck location will be sent to you via email. All food trucks will be located directly on Houston Road.

Set-Up/Teardown Details: Food trucks may begin to arrive as early as 10 am on Saturday, September 13, 2025. All set-ups must be complete in your designated location on Houston Road, no later than 11:30 am. **Necessary inspections by the Fire Marshal must be complete before the beginning of Fall Fest at 11:30 am (see attached Safety Check List). All trucks MUST have a current inspected fire extinguisher. All items on the Safety Checklist must be present or complete to open for business.** All support vehicles parked in the designated festival parking lot by 11:30 a.m. All food trucks are required to stay for the entirety of Fall Fest. Teardown may begin at 6:00 pm. All food trucks must be removed from the event location no later than 7:00 pm.

Food Safety: Proper health and sanitary food service guidelines must be followed as set by the Montgomery County Department of Health.

Inclement Weather: There is NO rain date for the Fall Fest. In the event of inclement weather, the event will be moved inside, vendors who cannot set up in the rain will be provided with a refund.

Utilities: All food trucks must be self-sufficient. Electricity and water will not be supplied. Lower Gwynedd Township employees/volunteers will pick up trash containers periodically throughout the event hours.

Clean-Up: All food truck vendors must clear their designated space of all trash and debris. **Do not** dump water or any other liquid on the pavement. **Do not** throw grease on the pavement. All grease must be disposed of in proper containers only.

Alcoholic Beverages: The sale and use of alcoholic beverages by food trucks is prohibited.

Pricing/Menu: Food truck vendors must post all prices/menu in a legible manner and in a visible place on your food truck for your prospective customers. We strongly suggest that all Food Trucks accept some form of a credit card option. If you are only accepting cash, it must be visible on the truck.

Fall Fest Committee has a commitment to environmental sustainability and will continue efforts towards a “zero waste” event. We will continue to focus on waste diversion, sustainable disposal activities, and resource conservation. We strongly encourage vendors to look at other green ways of packaging for sales.

DEADLINES: August 11, 2025, completed food truck application and \$100.00 application fee due along with copy of Operating License and copy of current certificate of Insurance.

Please make your check out to, “**Lower Gwynedd Township**” and mail to P.O. Box 625, Spring House Pa 19477. Applicants can pay by cash, check (payable to Lower Gwynedd Township), or via credit card through the Township website, www.lowergwynedd.org Required documents needed prior to the event may also be mailed to this address, or emailed to sfeight@lowergwynedd.org

If you have further questions, please feel free to contact the Parks & Recreation Department at 215-646-5302.

Additional information is available on www.lowergwynedd.org under the Fall Fest page.

Lower Gwynedd Township *Fall Fest*

Food Truck:		
Contact Person:		
Mailing Address:		
City:	State:	Zip Code:
Tax ID #:		
Phone #:	Fax #:	
Cell Phone #:		
Email:		
Website Address:		
Facebook:	Social Media:	
Description of Product & Pricing:		
Does Your Truck Accept Credit Cards: _____ Yes _____ No		

FOOD TRUCK INFORMATION

License Plate #:	State:	
Truck Height:	Weight:	Length:
Amount of space needed for food truck:		
Window(s): Please specify window locations: Driver or Passenger side		
Describe power sources:		

I have received, read and agree to abide by the Lower Gwynedd Township Fall Fest “Food Truck” rules and regulations. To the fullest extent permitted by law, Vendor agrees to defend, indemnify, pay on behalf of, and save harmless the Township of Lower Gwynedd, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys’ fees and all other costs connected therewith, arising out of or connected to the services provided by Vendor under this Contract. The Vendor’s obligation to defend and indemnify shall survive the termination of this Contract.

Signature: _____ Date: _____