

Downtown Manteca Improvement Association

# Food Truck / Vendor Application



# 2026

# Food Truck/Vendor Rule Acknowledgement

## Card and Check Accepted

1. APPLICATION MUST BE TURNED IN TO EVENT COORDINATOR NO LESS THAN 30 DAYS BEFORE DATE OF EVENT.
2. IF APPLICATION IS ACCEPTED, PAYMENT IS DUE WITHIN 2 WEEKS OF ACCEPTANCE EMAIL.
3. CARD AND CHECK ARE ACCEPTABLE FORMS OF PAYMENT. ALL CHECKS MUST BE MADE OUT TO: THE CITY OF MANTECA.
4. ALL VENDORS MUST SUBMIT ALL REQUIRED DOCUMENTS IN ORDER TO BE CONSIDERED FOR EVENT PARTICIPATION.
5. SET UP AND BREAK DOWN TIMES FOR EACH EVENT WILL VARY. AT THE TIME OF YOUR ACCEPTANCE, THE EVENT COORDINATOR WILL PROVIDE THE SPECIFIC TIMES FOR EACH STEP OF THE EVENT PROCESS. THESE DATES AND TIMES ARE AT THE DISCRETION OF THE EVENT COORDINATOR.
6. VENDORS THAT ARRIVE LATER THAN THE SET UP TIME GIVEN TO THEM THROUGH EMAIL, WILL NOT BE PERMITTED TO PARTICIPATE IN THE EVENT, AND A REFUND WILL NOT BE GIVEN. EXCESSIVE TARDINESS MAY RESULT IN PENALTY.
7. VENDORS MUST STAY FOR THE FULL DURATION OF THE EVENT AND MAY NOT LEAVE THE PREMISES PRIOR TO THE BREAKDOWN TIME GIVEN.
8. RECREATION STAFF MEMBERS WILL WELCOME/DISMISS VENDORS TO/FROM THEIR DESIGNATED AREA AND WILL GUIDE VENDORS TO THE VENDOR ENTRANCE/EXIT. FAILURE TO COMPLY WITH DIRECTION OF RECREATION STAFF MAY AFFECT FUTURE PARTNERSHIPS.
9. ALL VENDORS MUST LEAVE AREA AT THE TIME GIVEN, FAILURE TO LEAVE THE PREMISES ON TIME WILL RESULT IN PENALTY.
10. FOOD VENDORS WILL BE ASSIGNED LOCATIONS ON A FIRST COME, FIRST SERVE BASIS. LOCATION OF VENDORS IS AT THE DISCRETION OF THE EVENT COORDINATOR.
11. AS THESE EVENTS ARE FAMILY/COMMUNITY EVENTS; NO INAPPROPRIATE ITEMS, SERVICES, MUSIC, ETC. WILL BE PERMITTED. WHAT IS CONSIDERED INAPPROPRIATE IS AT THE DISCRETION OF THE EVENT COORDINATOR.
12. ONCE APPLICATIONS HAVE BEEN ACCEPTED AND ALL PAYMENTS RECEIVED, VENDORS WILL BE EXPECTED TO PARTICIPATE IN THE EVENT IN A TIMELY AND APPROPRIATE MANNER.
13. THERE WILL BE NO REFUNDS FOR CANCELLATIONS OR VENDORS ARRIVING LATE FOR SET UP.
14. ALL THOSE THAT HAVE NO CALL, NO SHOWED, WILL NOT BE CONSIDERED FOR FUTURE EVENTS.
15. AN ATTENDANT MUST REMAIN IN YOUR BOOTH AT ALL TIMES DURING THE EVENT.
16. ALL VENDORS MUST BE SELF SUFFICIENT, AS RECREATION & COMMUNITY SERVICES DOES NOT OFFER POWER OR WATER AT OUR LOCATIONS.
17. THERE ARE LIMITED VENDOR SPACES PER EVENT. SPACES WILL BE FILLED ON A FIRST COME, FIRST SERVE BASIS.
18. DUPLICATED SERVICES/MENUS MAY BE REVIEWED. MANAGEMENT MAY REQUIRE FOR YOU TO MAKE ADJUSTMENTS.
19. MANTECA RECREATION & COMMUNITY SERVICES IS NOT RESPONSIBLE FOR ANY DUPLICATED STYLES OF FOOD OR PRODUCTS.
20. IT IS REQUIRED FOR A FIRE EXTINGUISHER TO BE IN EACH FOOD TRUCK/BOOTH.
21. ALL PROPER CERTIFICATIONS, LICENSES, ETC. MUST BE GIVEN TO THE EVENT COORDINATOR AT THE TIME OF APPLYING FOR PARTICIPATION.
22. MANTECA RECREATION & COMMUNITY SERVICES REQUIRES THAT VENDORS FOLLOW ALL CITY, COUNTY, AND STATE REQUIREMENTS PERTAINING TO YOUR SPECIFIC BUSINESS. FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY RESULT IN REQUEST THAT VENDOR LEAVES THE EVENT.
23. VENDOR MUST ABIDE BY ALL APPLICABLE PROVISIONS OF THE MANTECA MUNICIPAL CODE INCLUDING, BUT NOT LIMITED TO, CHAPTERS 6, 10, 13, & 17.

Please Return These documents to : [Info@downtownmanteca.com](mailto:Info@downtownmanteca.com)

Signing this form is an agreement to comply with the rules and regulations above, as well as, any state and local laws and policies.

The signer also agrees to indemnify and hold harmless Downtown Manteca Improvement Association.

Signature:

Date :

# Food Truck / Vendor Event Participation Application

## Applicant Information

Name of Applicant	:	<input type="text"/>			
Business Name	:	<input type="text"/>			
Address	:	<input type="text"/>			
City	:	<input type="text"/>	State/Province	:	<input type="text"/>
Zip/Postal Code	:	<input type="text"/>	Country	:	<input type="text"/>
Phone Number	:	<input type="text"/>	Email Address	:	<input type="text"/>

## Business Information

Business Name	:	<input type="text"/>			
Owner of Business	:	<input type="text"/>			
Phone Number	:	<input type="text"/>	Email Address	:	<input type="text"/>
Type of Business	:	<input type="text"/>			
[Non-Profit Only] 501(c)(3)	:	<input type="text"/>			
Type of items being sold	:	<input type="text"/>			

Please attach a copy of the following;

- Business License
- CA. food handler card
- Food Manager Cert.

Non Profit / Informational Booth: \$0  
Handmade Items/Crafts Booth: \$50  
Commercial Booth: \$75  
Food / Beverage Booth/Truck: \$100

# Food Truck / Vendor Event Participation Application

Note: Vendors will be charged by the amount of events selected. There will be NO REFUNDS for cancellations or late vendors.

## Food Truck Checklist

### FOR STAFF USE ONLY-

- |  |   |
|--|---|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> SJC Temp Food Vendor's App (attached)            |
| <input type="checkbox"/> Business License      | <input type="checkbox"/> Event Fee Paid in Full                           |
| <input type="checkbox"/> CA food handler card  | <input type="checkbox"/> Copy of Menu for event date                      |
| <input type="checkbox"/> Food manager cert.    | <input type="checkbox"/> Attached Photo of Food Truck/Vendor Booth Set Up |

Signing this form is an agreement to comply with the rules and regulations above, as well as, any state and local laws and policies. The signer also agrees to indemnify and hold harmless City of Manteca.

Signature:

Date:



## TEMPORARY FOOD VENDOR'S APPLICATION

All food vendors (both for profit and non-profit) are required to return a signed and completed copy of this checklist to the festival coordinator three (3) weeks prior to this event.

1. 1. Name of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

2. The following is information about my organization/business:

Name of organization/business: \_\_\_\_\_

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

Phone: (     ) \_\_\_\_\_ Alternate: (     ) \_\_\_\_\_

3. List food to be sold or given to the public: \_\_\_\_\_

4. I am providing food that is **NOT** prepared at home:  Yes  No

All food is prepared on-site or is from approved commercial facilities:  Yes  No

Name of facility: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Address of facility: \_\_\_\_\_

5. I am providing a booth with the following: (to protect my unpackaged food and food-preparation areas from flies, dust and the public)

A booth with walls and ceiling constructed of either wood, canvas, plastic, similar material and fine mesh fly screening, completely enclosing open food areas. It will also have a smooth and cleanable floor (concrete, asphalt, clean tarps and smooth wood are acceptable) and constructed to separate food and food preparation areas from the public.

Other (specify): \_\_\_\_\_

**Note:** The only operations not required to provide enclosed booths are those which sell beverages from approved dispensers, or prepackaged foods from approved sources.

6. Approved water for drinking, utensil and hand washing will be provided in my booth by the following methods:

Approved bottled water.

On-site hose bib that is connected to a potable water source.

Other (specify): \_\_\_\_\_

7. Electricity is provided for my booth's use:  Yes  No

8. I am providing an accurate probe thermometer to measure the hot and cold holding of potentially hazardous foods during all times of booth operation:  Yes  No

9. I am providing the following hot temperature control for the hot holding of all potentially hazardous foods above 135°F:

Camp stove  Sterno & hotel trays Steam table & lids

Double steamer  Other (specify)

Electric stove top

**Note: Examples of potentially hazardous food include: meats, tamales, cooked beans, rice, vegetables, potato salad, eggs, and dairy products.**



10. I am providing the following cold temperature control for the cold holding of potentially hazardous foods below 45°F (if food is used the following day, maintain below 41°F temperature):

- Ice chests
- Refrigerator
- Refrigerated truck
- Ice bath and tubs
- Other (specify) \_\_\_\_\_

11. I am providing the following items within my booth for the sanitary cleaning of food preparation utensil

- Three compartment sink.
- OR
- Three deep tubs (basins 6-8 inches minimum), one for soapy water, one for rinsing and one for a bleach solution (one tablespoon of bleach per gallon of water).
  - Detergent, bleach, and wiping cloths (cleaning towels).
  - Tub to store wiping cloths in bleach solution.

12. I am providing the following for adequate hand washing facilities, but separate from utensil wash within my booth:

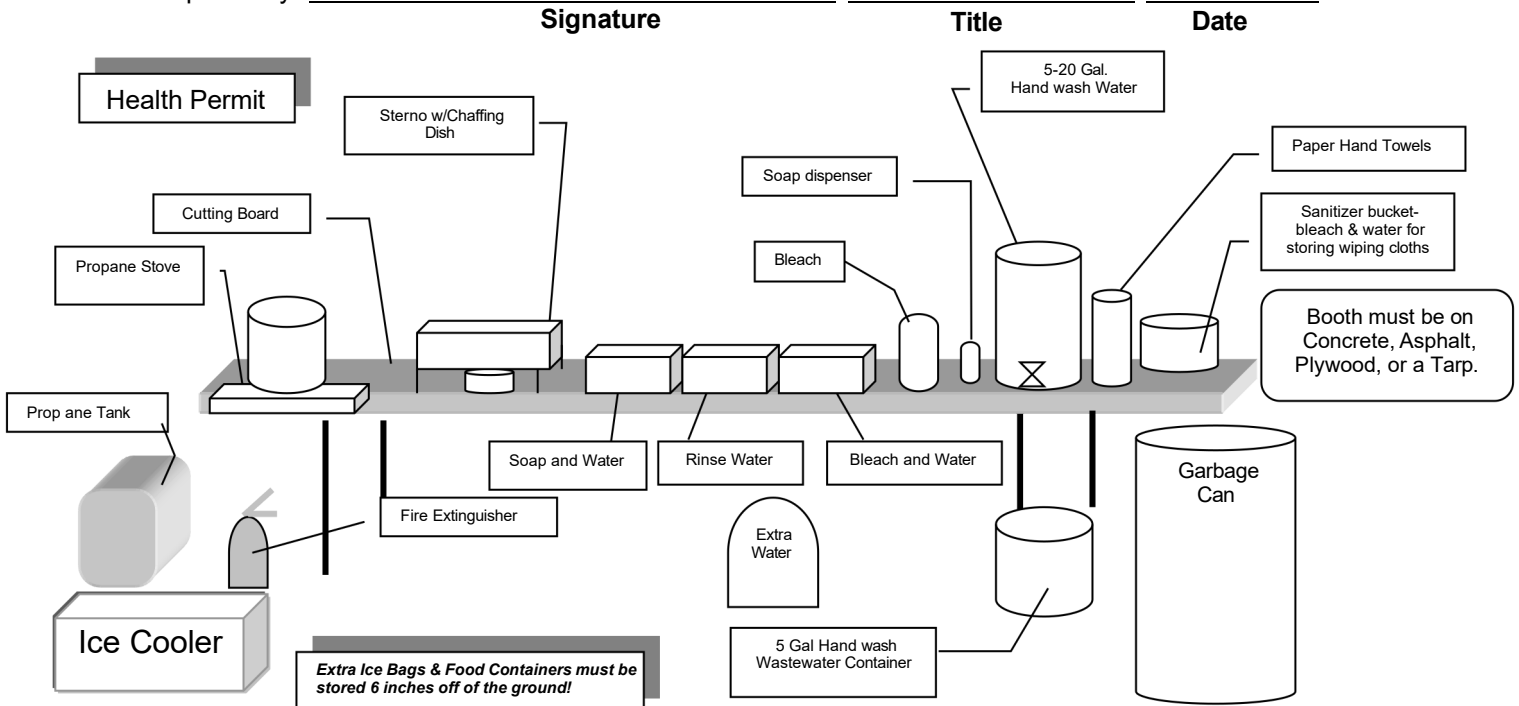
- Water supply dispenser with warm water at a minimum of 100°F (i.e. 5-20 gallon container with spigot).
- One separate tub (bucket or basin) for the collection of rinse/wastewater.
- Paper towels and pump-style soap container.

13. Names of responsible persons to be present in booth during all hours of operation:

\_\_\_\_\_

**\*\*Important\*\*** All food vendor booths are subject to inspection. Please make a copy of this application in preparation for this event. A copy of this checklist must be in the booth at all hours of preparation and operation. **Return original to festival coordinator three weeks prior to this event.**

14. Completed by: \_\_\_\_\_





## **WHAT TO BRING THE DAY OF THE EVENT**

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1. A copy of your Temporary Food Vendor's Application
2. Probe thermometer (0°F - 220°F)
3. Three (3) deep (6-8 inch) tub for utensil washing or a 3-compartment sink
4. Detergent for utensil washing and bleach for sanitizing
5. One (1) tub for sanitizing
6. Bottled water (if not provided at site)
7. Water dispenser (i.e. bottled water container with spigot)
8. Bucket or basin for hand washing wastewater
9. Paper towels
10. Pump style soap dispenser (BAR SOAP IS NOT ALLOWED)
11. Trash container with liners (trash bags)
12. Serving utensils
13. Wiping cloths (cleaning towels)

## **WHAT TO EXPECT**

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1. **Post a copy** of your completed Temporary Food Vendor's Application in each booth.
2. **Maintain Hot Foods at or above 135° F** by use of the following methods:
  - a. Camp stove
  - b. Double steamer
  - c. Electric stove top
  - d. Sterno and hotel trays
  - e. Steam table
3. **Maintain Cold Foods at or below 45° F** by use of one of the following methods:
  - a. Ice chests
  - b. Refrigerator/Refrigerated truck
  - c. Ice bath and tubs
4. **Ensure that all food is thoroughly cooked** to the proper minimum temperature:
  - a. Ground meat - 155° F
  - b. Eggs and food with eggs - 145° F
  - c. Pork and single pieces of meat - 145° F
  - d. Poultry and stuffed meats - 165° F
5. **Re-heat foods to 165° F** before putting them in warming units.
6. **Check food temperatures** with a probe thermometer. Sanitize thermometer after each use.
7. **Wash hands** before preparing or handling food and after using the bathroom, smoking, or handling garbage.
8. **Keep all food preparation surfaces and utensils clean.** Wash and sanitize cutting boards and prep surfaces frequently.
9. **All foods** are to be prepared in an approved kitchen or on site (home kitchens are not allowed).
10. **Set up separate areas for utensil washing and handwashing:**
  - UTENSIL WASHING:** Set up one (1) deep tub for wash water, one (1) tub for rinse water, and one (1) tub for bleach water - Mix one (1) capful or 1 tbs of bleach to each gallon of water.
  - HANDWASHING:** Dispense water from a container of water with spigots. Use a separate tub to collect wastewater. Use a pump style soap dispenser - NOT BAR SOAP
11. **Dispose of garbage** using plastic garbage bags.
12. **Keep all food protected.** Do not place food or food containers on the ground and keep covered.
13. **SMOKING** is not allowed in the food booth.
14. **Keep ICE FOR CONSUMPTION** in a separate ice bin. Do not store scoop inside ice bin.