



## SouthArk Outdoor Expo 2024 - Food Truck Rules

The Outdoor Expo strives to maintain a balance and diversity in food truck quality offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and promote a safe, successful, and fun festival. Regulations will be enforced.

Invitations are extended to food trucks who submit the following before the application can be approved:

- For mobile food vendor code requirements/inspections please call El Dorado Fire Dept., 870-881-4855.
- Fully executed applications with payments and required enclosures (see registration form) by Wednesday, August 21, 2024.
- Detailed menu of items to be sold identifying offerings and projected pricing for these offerings.
- Photographs of the food truck set-up and items to be sold.
- It is the sole responsibility of each concessionaire to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation.
- Food Vendors will indemnify and hold the SouthArk Foundation, SouthArk College, El Dorado Conference Center, City of El Dorado, event sponsors and volunteers harmless from all costs, losses, damages, or expenses including expense of litigation, and attorneys' fees resulting from loss, injury, or damage real or asserted, to any person or property arising out of any act or omission of vendor or his employees or other representatives.
- Security will be provided during festival hours.

Application Process:

- The registration form must be signed & returned before you will be allowed to set-up.
- If you are not accepted for the festival, your payment will be returned to you.
- The SouthArk Outdoor Expo is subject to various weather conditions and state and federal safety and health regulations. There will be no refunds for weather conditions or failure to comply with state/local regulations and/or failed inspections.
- We welcome inquiries via email at [foundation@southark.edu](mailto:foundation@southark.edu)

**Set up time:** Friday, September 6, 11 a.m.– 6 p.m.

- First come, first served.
- Security will be provided 24/7.
- Park parallel to the curb, not angled parking. We must have the area open for first responders in case of an emergency.
- Look for the food truck banner on North West Avenue at the south entrance to the Conference Center.
- **ABSOLUTELY NO SET UP ON DAY OF THE EVENT.**

**Event Day:** Saturday, September 7, 9:00 a.m. – 4:00 p.m.

**Location:** El Dorado Conference Center, 311 South West Ave. El Dorado, AR 71730

March 19, 2024

## ON EVENT DAY:

- **The SouthArk Foundation will be the sole provider selling slabs of ribs at the event. We ask that no other vendors sell ribs.**
- Absolutely ZERO stock trailers will be allowed inside the festival area after you load in. Park outside of the festival area in the adjacent parking lot at 334 South West Ave. See map. This is a few feet from your food truck. There will be a chain blocking the driveway entry but you may unhook it to get in. Please put it back up as you enter and exit.
- The vending spots are approximately 12x20. This includes tongue to end. Food trucks will be set up close to each other.
- Food/Concessionaires are required to keep a neat, presentable booth at all times. Tables should be covered. Empty boxes and trash will not be permitted around the booth.
- 110 electricity available. We discourage generators but if one is used, it must be **QUIET and not emit gas fumes.** Generator specs: maximum of 50 decibel level, 20-25amps, 120volts. Locate your covered generator behind your truck, not beside it. **If it is not quiet, we will have to ask you to turn it off.**
- No water is available.
- The Expo will not provide change for you.
- You are required to stay until 4:00 p.m. when the festival ends.
- Your place should be left as clean as you found it when you set up.
- This is a rain or shine event. There will be no refunds.
- We ask that all vendors sell different items for more variety and more sales for you. This is not a guarantee and it is possible some food items may be duplicated, although we have made every effort to invite food trucks that have a variety of foods.
- Vendor/exhibitor/food truck parking is provided in designated areas. With the exception of specified set-up/load-in and break-down/load-out times, vehicles will not be permitted at event site. Vehicles will be removed immediately when asked to be by security.



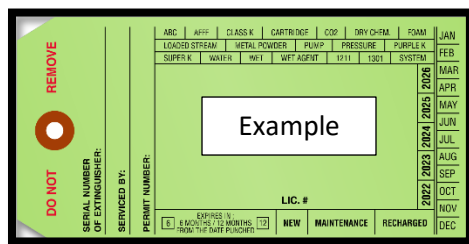
**We look forward to seeing you at the Outdoor Expo!**

March 19, 2024

# Mobile Food Vendor Code Requirements

**Note: Partial list only, see local ordinance for specific requirements**

- Mobile Food Trucks are required to have an Exhaust Hood over indoor appliances that produce smoke or grease-laden vapors. Fire suppression systems are recommended but not required at this time.
- Cooking appliances must be secured and rated for commercial operations. Appliances intended for outside use application shall not be used inside food truck.
- Fire Extinguishers and Suppression Systems must have a current inspection tag by a licensed fire protection inspector. These are valid for 1 year.



- Fire Extinguisher requirements:



### **ABC Fire Extinguisher – Minimum Size 5 lb. (ALL)**

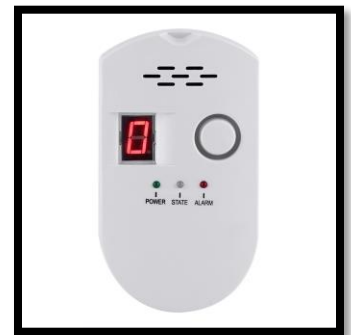
ABC rating is suitable for use with fires involving ordinary combustibles, flammable liquids and energized electrical equipment. Must have a current certification inspection tag by a licensed inspection company.



### **Class K Fire Extinguisher – Size 6 Litter (Required based on cooking operations)**

Extinguishers with a K rating are designed to extinguish fires involving vegetable oils, animal oils, or fats utilized in commercial cooking appliances. Must have a current certification inspection tag by a licensed inspection company.

- Propane Cylinders must be secured and in spec with DOT requirements. Gas systems shall be inspected by the city plumbing inspector.
- Trailers that use combustible gas must have a gas detector designed to detect combustible gases leaks inside the trailer. These can be plug in, hard wired, or battery type.
- Unsafe Condition: Food truck must be clean and sanitary. Hood systems shall be clean and inspected per Arkansas Code.



If you have any questions please call the El Dorado Fire Department at 870-881-4855