



Food Truck Vendor Agreement and Application

The agreement and application below provide information and requirement food trucks must meet to operate on the Stillwater campus of Oklahoma State University (OSU). This agreement and application supplements the Food Truck Application and Policy, which may be found at meetings.okstate.edu/xyz

This Food Truck Vendor Agreement made this _____ day of _____, 20____,
between Oklahoma State University and _____, located at

_____ (address), hereinafter referred to as
“Food Truck Vendor” and Oklahoma State University, hereinafter referred to as
“OSU”.

In addition to agreeing with the requirements outlined in the Oklahoma State University Food Waiver Application and Policy, the vendor applicant agrees to satisfy the following:

- A. Food Truck Vendor will attach a check for the catering application fee in the amount of \$300.00. This is an annual fee due July 1.

Once approved, an additional \$100.00 per instance fee will be charged in order to reserve a location. All fees will be collected before a space is approved or reserved.
- B. The Food Truck Vendor must provide length, width, and height dimensions of their mobile food unit to Oklahoma State University.
- C. Vendor must be registered with the Payne County Health Department, the City of Stillwater, and the state of Oklahoma to obtain all proper federal, state, and local licenses and provide copies to OSU for their file. These copies will be provided prior to caterer serving events on site.
- D. Food Truck Vendor is responsible for disposing of any throwaway or disposable items from the space(s) rented. Food Truck Vendor is responsible for cleaning up any tabletop items that it has furnished. Any leftover food or dirty dishes, also furnished by Food Truck Vendor shall be removed from the location as soon as possible after the function. Food Truck Vendor further agrees to be responsible for all clean-up related to provided food items by Food Truck Vendor and related prices and fees will apply if clean-up is not complete upon check-out and

exit from the premises.

- E. Food Truck Vendor agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon; and to indemnify and save harmless to Oklahoma State University and all their employees and agents against any and all claims of loss, injury or damage to persons or property, including claims of employees of Food Truck Vendor or any contractor or subcontractor, arising out of or in any way connected with the activities conducted by Food Truck Vendor, its employees, subcontractors, or agents.
- F. Food Truck Vendor agrees to be bound by and comply with all rules and regulations made by Oklahoma State University during Food Truck Vendor's occupancy of the premises.
- G. Food Truck Vendor shall provide a certificate of insurance to Oklahoma State University which provides at least a \$1,000,000 in general liability coverage (\$100,000 per occurrence) protecting Food Truck Vendor from all claims and causes of actions and which extends to Oklahoma State University. Such general liability insurance shall further indemnify Oklahoma State University against any liability to third persons arising out of injuries suffered by reason of or in any way connected with the activities of Vendor, its agents, invitees, or guests.
- H. The Food Truck Vendor cannot accept Oklahoma State University bursar payments or meal-plan funds.
- I. All forms and documents may be submitted to 179 Student Union – Stillwater, OK 74078. All checks will be made out to Oklahoma State University Dining Services.

IN WITNESS WHEREOF, the parties have executed this Food Truck Vendor Agreement the day and year first above written.

Printed Name

Printed Name

Signed Oklahoma State University

Signed - Food Truck Vendor

Food Truck Vendor Application

Vendor: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: Work: () _____ Mobile: () _____

E-mail: _____

Owner: _____ FEI #: _____

Are you a licensed caterer in Payne County? Please signify by circling either "yes" or "no".

YES NO

Do you have liability insurance? Please signify by circling either "yes" or "no".

YES NO

If you circled YES on both, please attach copies of all license(s) and insurance certificate(s) with their expiration dates. We will keep these copies for our records.

Do you agree to comply with the referenced University Policy, this Vendor Agreement, and any associated facility guidelines, including payment of the fees described therein?

YES NO

Signature

Date

Food Truck Vendor Name