

Food Truck Festival Application Checklist

Use this checklist when applying for food truck festivals in your area and prepare your business for success!

1 Find the Right Festival

At least 10–12 weeks prior to festival date

- ☐ Confirm the festival is well-established (has run for several years) or has a lot of hype
- ☐ Read reviews of the festival and testimonials from previous vendors
- ☐ Ask your network if they have experience with this festival and how it went
- ☐ Make sure the festival matches your brand and mission statement

2 Secure Your Permits

~10 weeks prior to festival date

- ☐ Food handler certification for employees
- ☐ Food manager certification (for at least one person on site)
- ☐ Health department permit (or food service license)
- ☐ Parking permit
- ☐ Special event permit (or vending permit)

3 Get Proof of Insurance Ready

~8 weeks prior to festival date

- ☐ Obtain a Certificate of Insurance (COI) for your food truck
- ☐ Add the festival as an additional insured to your COI
- ☐ Keep a digital copy of your COI ready to include with your application

4 Prepare Application Materials

6–8 weeks prior to festival date (or as soon as submissions open)

- ☐ Have your application fee ready
- ☐ Prepare a full menu list with descriptions of each item
- ☐ Take high-quality pictures of your food truck and menu items
- ☐ Write your pitch (your mission statement and what makes you a good fit)
- ☐ Submit your application as soon as submissions open (often 6–8 weeks before the event date)

5 Budget for the Festival

Upon acceptance (or ~1 month prior to festival date)

- ☐ Vendor fee
- ☐ Ingredients and inventory (adjusted for higher volumes at the festival)
- ☐ Fuel for cooking equipment
- ☐ Packaging, to-go containers, and single-use utensils
- ☐ Ice
- ☐ Extra staffing or overtime pay for existing employees
- ☐ Travel fuel costs

Tips for Avoiding Rejection

- ☒ Check for rules against direct competition
- ☒ Apply as soon as applications open — the earlier, the better
- ☒ Review your application for missing materials before submitting
- ☒ Have your COI ready to go to provide proof of insurance

 **Need insurance?** Get a [food truck liability policy](#) from Food Liability Insurance Program (FLIP), starting at just \$25.92/mo.