



Thanks for your interest in hosting food trucks at your event or location.

The DMV Food Truck Association offers two options for how you can schedule food trucks at your location.

Lot Management Program

In the Lot Management Program, the DMV Food Truck Association schedules trucks at the location and time you specify and handles all the logistics with the food trucks.

Here's how it works:

After you email an initial inquiry to the Association at admin@dmvfta.org, someone from the Association will get in contact with you to get all the information about what you are looking for.

We can help you figure out the best trucks for you when we know:

- The location you want food trucks
- The frequency you want food trucks (for example, twice a week, every Wednesday, etc.)
- The hours each day you will want food trucks
- How many trucks you would like each day
- What preferences you have for cuisine
- How many people work in the building where the truck will be located
- How many people work in the area (for example, in an office park) where the truck will be located
- If you have had food trucks at your location in the past, and what that experience was like
- Where people who work in the area typically go to get food.
- How visible the trucks will be to potential customers
- How you will let people know when the trucks will be on site

We then work with you to determine our required one-time, set up fee for Lot Management and to set up a agreement. In almost every instance, our Lot Management agreements are for one-year or are seasonal.

As soon as the contract is signed and the fee is paid, we notify our members about your new opportunity. At some locations, food trucks are required by the local jurisdiction to have special permits and documents. We provide the trucks and your property with the documents you need to obtain these permits.

Once the food trucks return the necessary documents and permits to us, we authorize them to become vendors at your location. They can then access your schedule using an online program called Best Food Trucks. This online tool allows trucks to sign up for your location and gives you access to the food trucks

and their menus that will be at your site. This information is accessible to anyone and is great for you and other businesses to promote upcoming trucks.

Once a week, you will be receive an email from Best Food Trucks telling you what trucks are scheduled at your location that week. It is important to note that there may be changes to the schedule during the week if scheduled trucks need to cancel or if other trucks sign up for available spots. (Trucks are strongly discouraged from cancelling and are charged a fee if they do. However, there are some instances where trucks have valid and unavoidable reasons for cancelling (such as mechanical problems.)

Book a Food Truck

Through Book a Food Truck, the DMV Food Truck Association lets our members know about your request for food trucks; you coordinate all selection, logistics and scheduling directly with the trucks.

To request a food truck – either for a one-time event or for a repeated opportunity - you will fill out the “Request a Food Truck” form at <http://dmvfta.org/book-a-food-truck/>. This form will be distributed to all Association members. Any food truck interested in the opportunity will contact you directly. (Your email will be on the form.)

If there is no fee for the trucks to vend at your event, then there is no fee for the Association to distribute the form. If you are charging trucks with a vending fee for your event, then there is a \$25 fee to distribute the form. This payment is made when you complete the form.

The DMV Food Truck Association does not get involved in any arrangements, logistics or scheduling for events made through the Book a Food Truck process.

