

FOOD TRUCK VENDOR RULES AND GUIDELINES

Festival Hours and Dates:

The Town of Red Oak Christmas is held annually in Red Oak. This Year it will be November 30th, 2024, from 12:00PM to 6:00PM with the parade at 4:00PM and like normal at the end of the festivities the Christmas Tree Lighting. The Festival will be held rain or shine (unless notified) — no rain date and absolutely no refunds.*

All items requested should be turned in no later than October 31st, 2025, at 5pm. The Town ONLY accepts checks or Money Orders. **NO CASH!**

Fees and What You Are Paying For:

A food truck space should not exceed 30 feet. If you think you will need more space, please go ahead, and purchase another food truck space. No refunds for excess space. Vendors are required to stay within the confines of their designated and purchased space. All fees are non-refundable and non-transferable.

(*- Refunds are only if the Festival is cancelled by the Town of Red Oak)

Spaces are distributed and location is at the discretion of the coordinator.

Site Logistics:

All vendors will be located on the soccer fields at Ennis Park in Red Oak. Food Truck spaces should not exceed 30 feet. Vendors are responsible for set up and cleanup which includes placing garbage in trashcans and removal of all debris from vendor location. Large materials that cannot be placed in a trashcan must be hauled off and disposed of accordingly.

Grease, oil, etc., are **NOT** to be disposed of on site. Fines will be imposed if caught doing so. All trash at the end of the event will be needed to be hauled off to the large trash can located in the park's parking lot. Electricity and water hookups are not provided. Water is available at the park but there is no guarantee of availability.

Vendors agree to arrive at their designated time (that will be announced closer to the date) on Saturday, November 29th, 2025.

Insurance, Licensing, Permits and Menu Guidelines:

All vendors must provide proof of liability insurance when submitting their application for this event. All vendors must provide a menu when submitting their application for this event. All vendors must have their food and safety score visibly posted on the day of the event.

Vendors are responsible for complying with the state and local health department and licensing regulations governing the production and sale of their products. If applicable, vendors are responsible for reporting and collecting all sales tax. Vendors must have all required permits and/or licenses prior to the start of the Celebration. Vendors who fail to comply with applicable state, federal and local regulations may be subject to removal from the celebration and forfeiture of fees.

The Town of Red Oak is not responsible for any loss or injury to the vendor or their workers, goods, or customers for the negligent acts of the vendor while premises are occupied under this contract. Vendors cannot leave the designated vendor area until after the festival is over. This is a mandatory rule for everyone's safety.

For additional information regarding the Town of Red Oak Christmas Festival please call (252) 443-1239 or email townofredoak@gmail.com



8th Annual Red Oak Christmas Tree Lighting Festival

Saturday, November 29, 2025

Time: 12:00PM to 6:00PM

Christmas Parade – 4:00PM

FOOD TRUCK VENDOR FORM

BOOTH NAME: _____

CONTACT NAME: _____

CELL #: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

Please Provide the Following:

- **Menu**
- **Liability Insurance**

SPACES NEEDED:

- **Food Truck (30ft): \$100**

Please note that your vendor form will be incomplete if all the information requested is not provided! There are only 20 craft and 12 food truck spaces available! Once the spaces are filled there won't be any more added to the event. Get your form and payment in early to secure your spot! Thank you!

