



Town of Indian Trail Parks & Recreation Department

To: Potential Vendors

Subj: Initial requirements to qualify concessionaires

The following information is required to evaluate potential concessionaires:

- Commercial general liability – Provide a current copy of a certificate of insurance showing coverage for \$1,000,000.00 or more naming the Town of Indian Trail as the **additional insured with a ten (10) day cancellation notice**. Town of Indian Trail Parks & Recreation Department must also be listed as the certificate holder.
- Automobile liability - Provide insurance with a limit of not less than \$1,000,000 per occurrence combined single limit each occurrence for bodily injury and property damage liability covering all owned, non-owned and hired vehicles.
- Current copy of vehicle registration card.
- Current copy of Union County Health Department Permit, if applicable for prepared foods for pushcarts or mobile food units.
- Copy of menu and price list.
- Current copy of Union County Privilege License. (Business License)
- Color picture of push cart, mobile food unit or vending unit.

Failure to provide any/all of the information listed above or to maintain current insurance, licenses and/or permits will disqualify concessionaires.

Once all information is received and evaluated for accuracy, potential concessionaires are added to the Department's Approved Vendor List. Staff can schedule vendors from the Department's Approved Vendor List. Please email or fax all information to Jtryon@admin.indiantrial.org or 704-821-3689.

If vending opportunities exist, a standard concession contract must be executed between the Town and the potential vendor.

Thank you
Jason Tryon- Assistant Director of Parks & Recreation