

**SPECIAL EVENTS FOOD TRUCK SCHEDULING AGREEMENT**

**University of Oklahoma**

**EVENT NAME** \_\_\_\_\_ **2025/2026 (select one)**

**DATE(S) of EVENT:** \_\_\_\_\_

**LOCATION(S) of EVENT:** \_\_\_\_\_

**EVENT COORDINATOR:** \_\_\_\_\_ **(name/department)**

\_\_\_\_\_ **(phone #)**

**VENDOR NAME:** \_\_\_\_\_

**VENDOR POINT OF CONTACT:** \_\_\_\_\_ **(owner/operator)**

**OU SPECIAL EVENT FOOD TRUCK REGISTRATION NUMBER:** \_\_\_\_\_

**VENDOR PHONE:** \_\_\_\_\_ **(during event)**

This agreement, dated this **DAY** \_\_\_\_ of **MONTH** \_\_\_\_\_, **2025/2026 (select one)**, is entered into by and between the Board of Regents of the University of Oklahoma on behalf of

**OU ORGANIZATION NAME** \_\_\_\_\_ (hereinafter "University") and

**VENDOR COMPANY NAME** \_\_\_\_\_ (hereinafter "Vendor"). This single event agreement authorizes the Vendor to operate on University property only during the dates and times listed above.

The parties mutually agree as follows:

1. All Terms and Conditions of the University's Special Event Food Truck Registration are in full force and effect.
2. Vendor agrees to abide by all event rules, policies, and procedures that are printed and incorporated in this application/contract. Signature of this contract indicates that the person signing fully agrees with all terms and conditions and accepts personal liability for their company.
3. Vendor setup times will be assigned by the event coordinator. Vendor must comply with these arrangements. NO EXCEPTIONS.
4. Vendor must remain setup for the duration of the event. The **EVENT NAME** \_\_\_\_\_ will close on **DAY OF WEEK** \_\_\_\_\_, **DATE (MM/DD/YYYY)** \_\_\_\_\_ at **TIME** \_\_\_\_\_ **Central Standard Time (CST)**. Failure to comply will result in loss of future vendor privileges at the University of Oklahoma.
5. Areas around Mobile Food, or Food Truck, Vendor locations must be kept clean at all times by the Vendor. Vendors must be prepared to provide trash containers, as necessary.

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6. Vendor must provide their own signage that will be professional in appearance. Vendor must post the name, address and telephone number of the owner, operator, permittee, or business in their designated locations for the duration of the event. All signs must be legible and clearly visible to all guests.
7. Vendor will provide the University with food prepared for human consumption. Services will be provided from **START DATE/TIME** \_\_\_\_\_ to **END DATE/TIME** \_\_\_\_\_. Either party may terminate this agreement within 30 days written notice.

8. Vendor will be compensated for participation in this Event by:

(Choose all that apply):

- \_\_\_\_\_ a. Direct Sales to Event Attendees;
- \_\_\_\_\_ b. Department Purchase totaling (enter monetary amount) (\$) \_\_\_\_\_;
- \_\_\_\_\_ c. \_\_\_\_\_ Number of pre-paid meals at a cost of (\$) \_\_\_\_\_ each;
- \_\_\_\_\_ d. Other (please describe in detail) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_.

9. If applicable, Vendor agrees to provide the University with a final invoice for payment within 96 hours of the conclusion of this Special Event.

**Accepted and Agreed:**

\_\_\_\_\_  
Vendor/Food Truck Name

\_\_\_\_\_  
University Sponsoring Department Name

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date