



Germantown Avenue Food Truck Festival

Vendor Instructions for FOOD TRUCKS/TRAILERS/CARTS

Date: Saturday, September 6, 2025 | Noon – 6:00 PM (Rain Date: September 7th)

Location: 5400 Block Germantown Avenue, Philadelphia, PA

Theme: Backpacks, Bites, and Beats!

Festival Day Logistics

Space Assignment:

Each food truck will be allocated a space measuring **25 ft (length) x 10 ft (width)** on the 5400 block of Germantown Avenue. Space will be clearly marked and assigned in advance.

Arrival Time:

All food truck operators must **arrive no later than 11:00 a.m.** for setup. Vehicles arriving after this time may not be admitted.

Duration of Participation:

Vendors are required to **remain on site until the end of the festival at 6:00 p.m.** Early departure is not permitted for safety and traffic control reasons.

Generator Use:

If using a generator, please ensure it is quiet-running and does not emit excessive fumes or noise. Deep frying operations **require prior approval** and submission of an **Oil Recycling Plan** to the Philadelphia Department of Health.

Philadelphia Department of Health Requirements

To serve food at the Festival, vendors must comply with the **Philadelphia Department of Public Health's Special Event Temporary Food and Beverage Vendor Guidelines**.

Application Requirements:

- Submit a [Temporary Food and Beverage Vendor Application](#) for this specific event.

Menu Approval:

- Changes to your menu must be submitted **at least 5 days prior** to the event.

Deep Frying:

- Deep frying is **not permitted** unless:
 - Approved in advance by the Achievement Foundation, and
 - An **Oil Recycling Plan** is submitted and approved by the Health Department.

Off-Site Food Prep:

- All food prepared off-site must come from a **licensed and approved commercial kitchen** with a passing inspection within the last 14 months.
- If your kitchen is located outside Philadelphia, you must submit:
 - A valid food license, and
 - A recent inspection report.

Application Fees (based on square footage):

Food Service Size	Fee
• 200 sq ft or less	\$48.00
• 201–350 sq ft	\$90.00

Note: Your serving size should be less than the 25x10 sq ft of allocated space. We recommend multiplying the length of your vehicle by 10ft.

Fee Payment:

Once approved by the Health Department, an invoice will be sent via email with payment to be submitted online.

Application Deadline:

- Applications should be submitted **at least 30 days prior** to the event.
- Applications received **less than 15 business days prior** may incur a **\$65 late fee** and risk not being approved.

Prohibited Items

- Cannabis-infused foods or beverages (including CBD, THC, Delta 8, etc.) are strictly prohibited and will not be approved for sale or distribution.

Licensing Process

Once your application is reviewed:

- You will receive an **Operation Eligibility Certificate (OEC)** and **License Eligibility Report (LER)** from the Health Department.
- These documents are required to apply for a food license through the **Department of Licenses and Inspections (L+I)**.
- The vendor is responsible for submitting applicable license fees to L+I in order to receive final approval.

Checklist for Participation

- Complete a [Vendor Interest Form](#)
- Submit [Payment](#) to The Achievement Foundation.
- Complete and submit [Temporary Food and Beverage Vendor Application](#)
- Receive and retain all issued certificates and licenses

Questions

For general vendor inquiries:

The Achievement Foundation

secretary@theachievementfoundation.org

For Health Department compliance:

Philadelphia Department of Public Health – Environmental Health Services

www.phila.gov/food-vendors

215) 685-7495