



CITY OF TRACY
 333 Civic Center Plaza
 Tracy, CA 95376

PARKS, RECREATION, & COMMUNITY
 SERVICES DEPARTMENT

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Special Event Food Vendor Guidelines & Requirements Downtown Block Party Series 2026

Contact Information	
Contact	City of Tracy Parks, Recreation & Community Services Department
Address	333 Civic Center Plaza Tracy, CA 95376
Phone	209-831-6202
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Event Information	
Event Location	Front Street Plaza is located at the intersection of 6th Street and Central Avenue. For GPS directions, use the following address: Tracy Transit Station, 50 E. 6th Street, Tracy, CA 95376.
Event Dates	<ul style="list-style-type: none"> • May 1, 2026 - Latin Rock • June 5, 2026 - Country • July 10, 2026 - R&B • August 7, 2026 - 80's • September 11, 2026 - Reggae
Event Hours	6:00 PM - 9:00 PM
Expected Attendance	1,000 – 2,500 attendees

Vendor Information	
Tent	10' x 10' - <i>provided by vendor.</i> * Must comply with San Joaquin County Health Department regulations and South County Fire <i>Standards for Outdoor Carnivals & Fairs.</i>
Truck/Trailer	Food trucks and trailers are given an appropriate amount of space. Measurements for food trucks and trailers are requested at the time of completing the application.
Food Vendor Information	Food booth vendors are those preparing food or drinks for consumption onsite. Food vendors may be defined as a booth, food truck or food trailer.
Booth Placement and Walkway Guidelines	Keep your booth within its designated area and ensure it does not encroach on any walkways.

General Information	
Equipment	All vendors must provide their own canopy, tables, chairs and other equipment. All booth materials are required to comply with fire code regulations.
Electricity	Electricity is not available.
Weather	The event will proceed rain or shine, so please prepare for potential inclement weather. Additionally, ensure you bring the necessary equipment to secure your tent, as high winds are likely to occur.
Revenue	Vendors keep 100% of their gross revenue. The City does not guarantee sales.
Fees	City of Tracy Food Vendor Fee - \$100 per event San Joaquin County (SJCO) Environmental Health Permit - \$183.10* (*As of January 2026. Fees set by the County and are subject to change) Vendors are responsible for paying all applicable fees, City of Tracy Food Vendor fee and San Joaquin County (SJCO) Environmental Health Permit (If

	applicable), 4 weeks prior to the event.
Safety Regulations	All fire codes, laws ordinances, regulations pertaining to health, fire prevention, and public safety shall be strictly enforced. Food vendors may be subject to inspection by the Fire Department.

Required Documents	
Applications	Food vendor registration is due 8 weeks prior to the event date. The application is accessible online on the City of Tracy Community Events webpage.
City of Tracy Business License	Food vendors must submit a copy of their City of Tracy Business License . If a food vendor needs to obtain a City of Tracy Business License , the application must be submitted at least four weeks prior to the event.
Temporary Food Vendor Application	Food vendors are required to provide a copy of their San Joaquin County (SJCO) Environmental Health Permit or complete the SJCO Temporary Food Vendors' Application no later than 4 weeks prior to the event. If a food vendor possesses a health permit issued by another county, they must submit it along with the SJCO Temporary Food Vendors' Application . Please ensure your Health Permit is displayed as a staff person will be conducting inspections to ensure the proper documentation is visible.
Photo	Please submit a copy of your booth, trailer or truck depicting a full set up.
Advertisement	Applicants are encouraged to submit their business logo and link to a website for their business to be included in marketing.

Set-up Procedures	
Arrival Time	Vendors must check-in 2 hours prior to the start time of the event.
	Vendors must be set up no later than an hour prior to the event start time.
	Vendors will receive their booth space assignment at check-in.
	Vendors will be positioned in the small parking lot closest to the bus entrance. Enter this lot through East 6th Street.
	Detach your trailer from your vehicle, as we cannot assign your vendor space if your truck remains attached. After unhooking your vehicle, staff will guide you to an appropriate parking area. Your vehicle cannot stay next to your food truck, trailer, or tent.
Fire Safety	Ensure that your food trailer/tent is equipped with a fire extinguisher having a minimum rating of 2 A:10-B:C. Booths with deep-fat frying or flambé cooking shall be equipped with a Class "K" rated fire extinguisher. The fire department will conduct inspections.

Take-down Procedures	
Garbage	All waste must be either placed in designated dumpsters or removed from the premises. Vendors are strongly advised to bring their own trash receptacles, brooms, dustpans, and cleaning supplies, as these will not be supplied.
Personal Equipment	All personal items and equipment must be cleared from the event grounds within one hour after the event concludes.
Closing	All used cooking oil, coals, water, etc. must be removed from the premises following the event. Failure to comply may result in exclusion from consideration for future events.
Departure Time	Vendors may not leave the premises until the event has concluded. Staff will direct vendors on how to exit the event area.

Vendor spots are limited. Registering as a vendor does not guarantee selection for participation in any or all community events. If your application is approved, you will receive a confirmation email six weeks prior to the event date. *Although you may not have been selected, in the event a vendor is unable to attend, you may be contacted to participate.