



City of Cambridge Community Development Department 2020 Food Truck Program GUIDELINES

Updated January 2020

INTRODUCTION

The City of Cambridge Community Development Department (CDD) Food Truck Program is the result of a successful year long Food Truck Pilot which provided entrepreneurial opportunities to vendors, diverse food offerings to patrons, and additional street level amenities to Cambridge public spaces.

The Food Truck Program continues in the spirit of the Pilot, helping to incubate and grow food businesses, with a focus on women- and minority-owned businesses as well as first-time food truck operators, businesses owned by Cambridge residents, food truck businesses without a brick-and-mortar restaurant operation in Cambridge and no more than one brick-and-mortar operation outside of Cambridge, and food trucks that are not vending in other outdoor Cambridge venues on a regular basis.

As the food business industry continues to grow and change, food truck trailers have become an attractive, low-cost option for starting a food business. Allowing trailers to vend in the program aligns with the program's goals to lower the barrier for food entrepreneurs to test menu options and marketing for their business.

Food trailers are inspected, permitted, and licensed like food trucks. However, the internal layout of food trailers can vary considerably – with some units having little to no refrigeration, cooking elements, or running water. As a result, the inspecting, permitting, and licensing of food trailers may require additional time depending on the needs or concerns of the authorizing Cambridge departments. To learn more, contact the authorizing Cambridge departments directly. Detailed information regarding the permitting and licensing of food truck trailers, as well as special requirements and eligibility criteria, are included in these guidelines.

Trucks and trailers do not need to be licensed or permitted in Cambridge at the time of application, however trucks and trailers will need to be fully licensed and permitted in the City of Cambridge prior to the start of the vending season (see Timeline below) to participate. Failure to produce copies of the necessary permits, licenses, and certificates will result in shift forfeiture and potential removal from future vending in the Food Truck Program.

ELIGIBILITY CRITERIA

The following criteria must be met for applicants to be considered and offered a shift:

1. Signed and completed Food Truck Program application which includes:
 - **Food Truck or Trailer License Plate Numbers**
 - **Copies of Menus** (and dates of menu changes, if applicable)
 - Copy of the **National Restaurant Association ServeSafe Certification** for truck or trailer staff
 - Copy of **Commissary or Restaurant Kitchen Health Permit** (for restaurant kitchens located in Cambridge, this will be issued by the Inspectional Services Dept., and for commissary kitchens located in a different municipality, a valid permit from that municipality is required).
 - Copy of **Doing Business As (DBA) Certificate from the State of Massachusetts** showing date of business incorporation.

After the internal Food Truck Committee has approved of all offered shifts, the following criteria must then be met for eligible food trucks or trailers to secure their offered shifts:

2. **Copy of Certificate of Insurance** showing active dates.
 - a. A Certificate of Insurance is obtained from insurance agent or provider.
 - b. The applicant shall maintain insurance coverage and list the City of Cambridge as an additional insured. The policy shall contain limits of at least One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate and shall contain a 30-day Notice of Cancellation, Change or Non-Renewal.
3. Valid **City of Cambridge Hawkers & Peddlers License** from Cambridge License Commission
 - a. New food truck or trailer businesses applying for the first time should apply two weeks prior to a hearing date. Hearing dates are held regularly.
 - b. Contact Kara Armstrong: karmstrong@cambridgema.gov, (617) 349-6140
4. Valid **City of Cambridge Mobile Food Truck Permit** from Inspectional Services Department (ISD)
 - a. Inspections prior to permit issuance typically conducted at the end of March.
 - b. Contact Kristen Fernandes: kfernandes@cambridgema.gov, (617) 349-6121
5. Valid **City of Cambridge Fire Inspection Sticker** from Cambridge Fire Department
 - a. Inspections often conducted alongside ISD inspections but schedule changes.
 - b. Contact John Mulligan: jmulligan@cambridgefire.org, (617) 349-9179
6. Upon satisfactory review of items 1 - 5, food trucks and trailers must then secure a **Special Permit** from the Cambridge Traffic, Parking + Transportation Department.
 - a. Community Development Department staff provide information about monthly vending costs.
 - b. Payment is made to the Cambridge Traffic, Parking + Transportation Department and confirmation of complete payment is required prior to vending.

The City of Cambridge reserves the right to apply additional criteria before accepting interested food trucks or trailers if Food Truck Program demand exceeds available spaces.

SPECIAL CONSIDERATIONS

While all food truck and trailer operators are encouraged to apply, the Food Truck Program is a business incubator initiative and as such special consideration will be given to the following applicants:

- Women and minority-owned food businesses.
- Food businesses with no more than one brick and mortar location outside of Cambridge. Qualifying locations are any establishment in which direct to consumer sales are conducted (i.e. restaurants, cafes, seasonal concession stands, and food halls).
- Food businesses with no brick and mortar locations at all in Cambridge.
- Food businesses not presently vending in other outdoor venues on a regular basis (e.g. the Cambridge Redevelopment Authority Food Truck Program).
- Cambridge resident food businesses.

LOCATIONS & SCHEDULE CONSIDERATIONS

While all food truck and trailer operators are encouraged to apply for any public space in the Program, the following will be considered when offering shifts:

1. Direct competition with existing brick and mortar food businesses based on review of food truck menu including menu items, menu cuisine and how frequently menu rotates.
2. Ranking in the People's Choice Poll online voting. The People's Choice Poll allows members of the public to vote for their choice of qualifying food trucks or trailers at a given location. The top three trucks or trailers for each location will be given special consideration when shifts are offered. Inclusion in the People's Choice Poll does not guarantee a shift in the Program and securing one of the top three spots does not guarantee that requested shift will be offered or approved by the Food Truck Committee.
3. General customer demands/requests at existing locations. For example, many customers at Cambridgeport are daytime workers looking for a full meal/lunch options. As such, food truck or trailer menus with limited full meal options may be restricted to North Point Park or Central Square where customers have demonstrated more interest in snacks.

The following spaces will be available from May 2020 to April 2021

To promote diverse food offerings around each of these spots, we will not be offering spots to indicated ineligible menu items.

Location	Time of Day	Number of Trucks	Price Per Shift	Ineligible Menu Items
Cambridgeport: Sidney Street at Erie Street	Weekdays 10am – 3pm Monday to Friday	3	\$50	Sandwiches, Pizza
Central Square: Mass Ave at Bigelow Street (City Hall)	Weekend Nights 8pm – 12am Thursday, Friday, Saturday	2	\$30	Salads/Smoothies/Grain Bowls, Hamburgers, Pizza, Coffee
North Point Park Education Street	Weekend Days 10am – 6pm Saturday and Sunday	2	\$40	Salads

* **Please Note:** Actual vending time will be shorter. Please allow at least 30 minutes for setup and breakdown. Food trucks or trailers may only be present and vend in the designated spaces during the designated times, and food trucks or trailers must be removed at the end of each shift.

Payment for shifts secured through the Food Truck Program will be made on a monthly basis, one month in advance. Food truck or trailer operators will be invoiced by the Traffic, Parking & Transportation Department and issued a Special Permit for use of the road. Food trucks or trailers are not responsible for paying parking fees via parking meters as shift fee includes cost of parking at a public parking spot.

Additionally, food trucks or trailers will be issued a credit for any vending days in which a snow emergency was declared (to be redeemed in the following month only) and will not be charged a fee for any vending days in which City of Cambridge meters are not in effect: New Year’s Day, Martin Luther King Jr’s Birthday, Presidents’ Day, Patriots’ Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day/Columbus Day, Veterans’ Day, Thanksgiving Day, and Christmas Day.

Note: Failure to pay for the Traffic, Parking & Transportation Special Permit in advance of vending will result in shift forfeiture. Operators cannot pay for a partial month nor pay on a day-to-day basis. Vendors will not be credited for missed shifts nor can vendors apply funds towards the next month’s vending for any shifts forfeited due to any reason, including but not limited to, truck malfunction or inclement weather. Vendors can arrange to pay for multiple months in advance if preferred.

Other Regulations

Food truck or trailer businesses operating in the City of Cambridge are required to follow all the same regulations applicable to their brick-and-mortar counterparts. The following may be new to some food truck or trailer businesses and does not represent the full list of regulations that may apply. Directly consult city departments and agencies listed below for questions.

- **Sidewalk obstruction:** No materials of any kind may be placed on the public sidewalk. This includes, but is not limited to, tables, chairs or other seating, A-frame signs, coolers, trash cans, or promotional materials. Additionally, a free path of travel must be maintained for the public during customer queuing on sidewalks and customers may not queue on private property to alleviate sidewalk congestion. Consult the [Department of Public Works](#) for more information about the permitting of sidewalk use.

- **Single-use plastic bags:** No single-use plastic bags of any kind may be used during vending. This includes, but is not limited to, single-use plastic take-out bags. Consult the [Department of Public Works for more information about the Bring Your Own Bag \(BYOB\) Ordinance](#).
- **Single-use disposable service-ware:** No single-use disposable service-ware of any kind may be used during vending. This includes, but is not limited to, cups, plates, bowls, hinged or lidded containers, straws, cup lids, and utensils. Consult the [Department of Public Works for more information about the Cambridge Polystyrene Ordinance](#) and the service-ware options available.
- **Live or recorded music:** No entertainment of any kind may be offered on the public way. Consult the Cambridge License Commission for more information about the [Noise Ordinance](#).
- **Alcohol:** No alcohol of any kind may be sold or distributed. Consult the Cambridge License Commission for more information.

TIMELINE

February 21, 2020: Applications due. Vendors who participated in the 2019 Food Truck Program must re-apply to the May 2020 season

Note: completed applications will be accepted after this date but schedule requests may not be possible to accommodate due to limited space at select public locations.

March 2 -- 6, 2020: People's Choice voting for high-demand locations.

Note: to be included in the People's Choice voting, applicants must have submitted all of the following by February 21, 2020: a complete application with a signature and tax ID, truck or trailer license plate number, a menu, ServeSafe Certification, a health permit for restaurant or commissary where food is prepped, and a copy of a Doing Business As (DBA) Certificate from the State of Massachusetts showing date of business incorporation.

March 13, 2020: Eligible applicants offered a shift, pending obtaining necessary permits and licenses and proof of necessary insurance coverage.

March 20, 2020: Truck or trailer operators contacted and tentatively scheduled.

End of March 2020: Food Truck Inspections conducted by Inspectional Services Department (ISD). See Eligibility Criteria.

April 2020: All necessary permits, licenses, and certificates submitted (if pending at time of application). See Eligibility Criteria.

Note: both the Mobile Food Truck Permit (ISD) and the Cambridge Hawkers & Peddlers License (License Commission) renew in April.

April 2020: Truck schedules announced to the public.

May 1st, 2020: Vending begins.