



# How to Schedule a Food Truck in Park Locations

This process allows food vendors to schedule their food trucks or trailers in designated City parks up to 2 months in advance.

## **Park Scheduling Rules**

1. Park locations can be booked by an approved food vendor up to 2 months in advance.
  - Vendors can choose to book any number of days at a time within the 2 month availability period.
2. Vendors cannot change City park locations within the same day (only one location can be booked per day by a vendor).
3. The scheduling process operates on a first-come, first-served basis.
  - Where more vendors than the number permitted at a specific park location makes application on the same day, the first request received via email, is given priority.
4. Opening dates for scheduling are at **8:00 am on the first regular business day in each month** (not Statutory holidays) as follows:

<b>2016 Schedule Opening Date (8:00 am)</b>	<b>Period Available for Booking</b>
March 1	March 1 to April 30
April 1	April 1 to May 31
May 2	May 1 to June 30
June 1	June 1 to July 31
July 4	July 1 to August 31
August 1	August 1 to September 30
September 1	September 1 to October 31
October 3	October 1 to November 30
November 1	November 1 to December 31

**\*\*Requests that are received before 8am on the opening date will not be accepted.\*\***

5. Food vendors will not be able to book park locations during certain special events. To take part in the special event, permission must be obtained from the event organizer.
6. Vendors may only operate during park opening hours.
7. Vendors must wait to receive approval from Staff before locating in park locations. Please note Staff can only approve park location requests during the business week, Monday to Friday. It may take up to 3 business days to receive an approval email.

8. If you will not be able to attend your approved park location, out of respect for other food vendors, please contact Staff to cancel your booking.

### How to Use the Food Truck Scheduling Calendar

1. Confirm current availability in park locations by viewing the food truck scheduling calendar online (see link below).
2. Email [licencing@nanaimo.ca](mailto:licencing@nanaimo.ca) with the following information:
  - a. Name of Food Truck or Trailer
  - b. Requested park location(s)
  - c. Date(s) requested for each location
3. Staff will review your request; if there are no scheduling issues, we will send you an approval email and update the scheduling calendar accordingly.

The Food Truck Scheduling Calendar will be maintained at [www.nanaimo.ca/goto/foodtrucks](http://www.nanaimo.ca/goto/foodtrucks).

### Other Important Information

The City does not guarantee you will receive your first choice of location. While you may contact us any time during the scheduling availability period to request a park location, for the best chance of getting your first choice, ensure that you send your request to us via email at (or soon after) **8:00 am on the first regular business day of the month** (see scheduling table).

Please note Staff can only approve park location requests Monday to Friday, 8:00 am to 4:30 pm. It may take up to 3 business days to receive an approval email.