

# CONNECT *to Downtown*



**2026 FOOD VENDOR APPLICATION**



Each year, the Downtown Missoula Partnership (DMP) hosts public events that aim to bring our vibrant community together in the heart of Downtown Missoula. Please fill out your vending information and select the events you are interested in. Vendors will be chosen by each events' committees based upon this application. Please note that submission of an application DOES NOT guarantee inclusion in the events. Vendors will be chosen based upon numerous factors including but not limited to: power consumption, size of vending operation, type of food, performance at previous events, Missoula Downtown Association (MDA) membership status, etc. Be aware that the use of sustainable serving materials is mandatory for all food vendors at DMP events.

## Vendor Information

Food Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Additional Contact: \_\_\_\_\_

Description of Food: \_\_\_\_\_

Operation Type: ☐ Food Truck ☐ Trailer ☐ Table / Tent

Vending Operation Dimensions: \_\_\_\_\_

Electricity Request: ☐ 220v plug [amps needed: \_\_\_30amp \_\_\_50amp]

☐ 110v plug

☐ No power needed

Beyond your electricity request above, what other power source(s) are you able to operate with? ☐ 110v plug ☐ Generator ☐ Propane ☐ No power needed

Do you operate in the winter: ☐ Yes ☐ No

Additional Information: \_\_\_\_\_

**DEADLINE: FRIDAY, FEBRUARY 20, 2026**

# Downtown Missoula Partnership 2026 Events Vendor Application



***Check all events that you are interested in vending for.  
Please be aware that submission of interest does not guarantee inclusion in events.***

## 32nd Annual Garden City BrewFest

Saturday May 2, 2026 12pm-7pm | Caras Park

- Vending fee: 20% of gross revenue from the event
- No upfront fee

☐ ***I am interested in vending at Garden City BrewFest***



## 40th Annual Out to Lunch Summer Series

Every Wednesday in June, July & August 11am-2pm | Caras Park

- Vending fee: 10% of gross revenue from each date of event
- One-time upfront fee for Out to Lunch based on power needs and MDA Membership
  - MDA Member
    - No power: \$200
    - 110v outlets: \$275
    - 220v outlet: \$350
  - Non-MDA Member
    - No power: \$250
    - 110v outlets: \$325
    - 220v outlet: \$400
- NOTE: Upfront fees are not due at the time of application submission; upfront fees will be due UPON SELECTION. Vendors must pay the upfront vending fees prior to start of Out to Lunch.
- Vendors MUST commit to attending every event date. A \$150 fee will be charged for each week missed
- Weekly fees must be paid by five business days after the event

☐ ***I am interested in vending at Out to Lunch***



# Downtown Missoula Partnership 2026 Events Vendor Application



***Check all events that you are interested in vending for.  
Please be aware that submission of interest does not guarantee inclusion in events.***

## 25th Annual Downtown ToNight Summer Series

Every Thursday in June, July & August 5:00pm–9:00pm | Caras Park

- Vending fee: 10% of gross revenue from each date of event
- One-time upfront fee for Downtown ToNight based on power needs and MDA Membership
  - MDA Member
    - No power: \$200
    - 110v outlets: \$275
    - 220v outlet: \$350
  - Non-MDA Member
    - No power: \$250
    - 110v outlets: \$325
    - 220v outlet: \$400
- NOTE: Upfront fees are not due at the time of application submission; upfront fees will be due UPON SELECTION. Vendors must pay the upfront vending fees prior to start of Downtown ToNight.
- Vendors MUST commit to attending every event date. A \$150 fee will be charged for each week missed.
- Weekly fees must be paid by five business days after the event

☐ *I am interested in vending at Downtown ToNight*



## 20th Annual River City Roots Fest

Friday–Saturday, August 21–22

- Vending fee: 20% of gross revenue from the event
- \$100 upfront fee (due UPON SELECTION); must be paid prior to event
- Vendors MUST vend both dates of the event

☐ *I am interested in vending at River City Roots Fest*



# Downtown Missoula Partnership 2026 Events Vendor Application



## Guest Vendor List

Vendors accepted to Out to Lunch and Downtown ToNight are required to attend each week of the program. If vendors are not able to attend a specific date, the DMP will try to fill in their spot with a Guest Vendor.

The Guest Vendor program is designed for vendors interested in vending but unable to commit to the full event series. Joining the Guest Vendor List does not guarantee any dates will be available. If dates for either Out to Lunch or Downtown ToNight become available, Guest Vendors may be contacted. If Guest Vendors are unable to fill in, they will remain on the list and the DMP may reach out again in the future.

Guest Vendors will be required to submit 10% of their gross income for each date of service. There are no upfront vending fees for Guest Vendors.

Vendors who apply for Out to Lunch and/or Downtown ToNight that are not selected will be automatically added to the Guest Vendor List.

Selection to fill a spot may be based on power needs, size of vending operation, size of space available, variety of food, etc.

☐ ***Please add me to the Guest Vendor List***

*See attached Rules & Regulations for  
additional information and vendor requirements*

# Downtown Missoula Partnership 2026 Events Vendor Application



## DMP Event Rules & Regulations Documentation and Vendor Selection Criteria

### RULES & REGULATIONS

The Downtown Missoula Partnership (DMP) plans and produces 30+ community events that utilize food and beverage vendors. Food service and sales are extremely important factors in the success of these events. Please review the following to ensure a rewarding experience for all parties. Upon acceptance into events, food vendors agree to the following:

- In alignment with the City of Missoula's Zero to Fifty Initiative, all food **MUST** be served in compostable or recyclable items. **No exceptions**. Non-compliance may result in full removal from an event and removal from consideration for future vending opportunities.
- Upfront fees for Out to Lunch, Downtown ToNight, and River City Roots Festival must be paid before a vendor is allowed to attend the event
- A \$25 late payment fee will be assessed for any payment received after the deadline of five business days following an event
- A \$150 no-show fee will be assessed to vendors for each date missed of Out to Lunch and Downtown ToNight. Vendors that miss more than two dates at Out to Lunch and Downtown ToNight may not be considered for future vending opportunities with the DMP. *Note: no-show fees do not apply if a guest vendor fills a primary vendors spot.*
- As a vendor, you agree to secure general liability insurance while operating at any DMP event. The DMP must be listed as an additional insured on your policy.
- The DMP reserves the right to consider past performance and compliance with the aforementioned rules and regulations during the vendor selection process

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### REQUIRED DOCUMENTATION

Vendor applicants must submit the following documentation with application:

- Photo of vending operation
- Copy of menu including any items that cater to dietary restrictions
- List of sustainable serving materials (sustainable service ware is required to be a vendor at DMP events)

Upon acceptance into any of the DMP events, the following additional documents must be submitted:

- Copy of your Temporary Food Service License (if applicable)
- Copy of your City Business License or Non-Profit Exemption
- Copy of your liability insurance

### NOTES:

- A check, payable to the MDA, for pre-season vending fees at Out to Lunch and Downtown ToNight must be submitted prior to start of events; applicable only to vendors selected for Out to Lunch and Downtown ToNight.
- MDA Members must have annual dues paid in full by February 20, 2026 in order to qualify for MDA Members upfront fee amounts

# Downtown Missoula Partnership 2026 Events Vendor Application



## VENDOR SELECTION CRITERIA

Vendors are selected by the event organizing committee each year, and applications are reviewed on an individual basis with the following priorities in mind:

- Use of local food products and sustainable material
  - In alignment with the City of Missoula's Zero to Fifty Initiative, all food **MUST** be served in compostable or recyclable items. **No exceptions.** Non-compliance may result in full removal from an event and removal from consideration for future vending opportunities.
- Vending operation size
  - Due to limited space, priority may be given to smaller vendor operations
- Electricity consumption
  - Due to increasing power usage by vendors, and the inability to provide power to all, vendors that require little to no power may be given priority
- Type of food offered
  - Variety, healthy options, how it will be prepared, etc.
- Compliance with DMP and local/state regulations
- Previous vending experience
  - How the vendor performed at previous DMP events, working relationship with the DMP, length of wait for food, price points etc.
  - DMP reserves the right to eliminate vendors from consideration based upon past performance
  - If no previous experience with DMP events, DMP may ask for references
- Professionalism of vendor set up
- Ability to enhance the event
  - What will the consumer's perspective be?
    - Detractions might include loud generators, running out of food, tearing down the vending operation before the event has ended, unprofessional behavior, etc.
- Membership
  - Membership with the MDA is not required to vend at DMP community events. However, vendors that support the DMP through an MDA membership will be prioritized
- Location of business
  - Businesses located and paying taxes in Missoula County will be prioritized

☐ I have read the DMP Event Rules & Regulations, Required Documentation and Vendor Selection Criteria

**Signature of Applicant:** \_\_\_\_\_

Please turn in application by Friday, February 19 by email to  
kristen@missouladowntown.com  
or by mail at:

Downtown Missoula Partnership  
218 E. Main St. | Missoula, MT 59802

Questions?  
kristen@missouladowntown.com | 406-543-4238

**DEADLINE: FRIDAY, FEBRUARY 20, 2026**