



Abraham Baldwin Agricultural College

To maintain consistency and ensure compliance with campus event procedures, any organization wishing to include a food truck as part of their event must complete and submit the Approved Food Truck Vendor Form at the time of their event request submission.

Submission of this form constitutes a formal request for the vendor to be considered for inclusion on ABAC's Approved Food Truck Vendor List. Only vendors that have been reviewed and approved through this process may be selected for campus events.

Procedures: Food Trucks on Campus

1. Event Planning with Food Trucks

- Any organization planning to include a food truck in their campus event must:
 - Contact Amanda Dow and Sydney Rogers for an **Approved Food Truck Vendor List**.
 - Amanda Dow | adow@abac.edu | 229-391-5006
 - Sydney Rogers | Sydney.rogers@abac.edu | 229-391-5351

2. Vendor Request and Review

- If the organization wants to bring a food truck that is not on the **Approved Food Truck Vendor List**:
 - Contact Amanda Dow and Sydney Rogers with the food truck's contact information (name, email, and phone number)
 - Once the contact information is obtained, Amanda and Sydney will reach out to the food truck and send the link with the requirements to be placed on the Approved Food Truck Vendor List
- The vendor will be evaluated for inclusion on **ABAC's Approved Food Truck Vendor List**.

3. Approved Vendor List

- If the vendor is approved:
 - They will be added to the **official list of approved food truck vendors**.
- **Only vendors on this approved list may be selected for participation in campus events.**

4. Approval Timeline

- The requesting organization will receive a response regarding the vendor's approval status **within three (3) business days** of form submission.

5. Vendor Selection for Events

- Once approved, organizations may choose vendors **only from the official list** for their events.
- When submitting the organization's event via Coursedog, please ensure to include the designated food truck information in the additional comments