

## Mobile Food and Beverage Truck Waiver Instructions

University Dining Services is the exclusive provider of food and beverages on campus. If one of our campus dining operations is unable to accommodate your order OR if your food/beverage is being donated, you need to submit a Mobile Food and Beverage Truck Waiver request for review and approval a minimum of 30 days prior to your event date

### **Step 1**

Go to [fresnostatedining.com](http://fresnostatedining.com) and select FORMS

### **Step 2**

Please select Mobile Food and Beverage Truck Waiver. You will notice "login required" noted next to the link. If this is your first time submitting a Food Waiver or Mobile Food/Beverage Truck Waiver, you will need to create a username and password, your Fresno State credentials will not work

### **Step 3**

Please read the University Dining Services policies and check the box stating you understand and agree to these policies

### **Step 4**

Complete all required fields on the workflow document, including caterer/supplier information - this is where you will indicate which truck(s) you would like to bring onto campus with a complete list of all food and beverages they will provide

Please note...

- We are a Pepsi only campus. Any canned/bottled beverages must be Pepsi brand, including Aquafina water, that is the only brand allowed on campus
- You are limited to the truck(s) and the food/beverages listed and approved on your Mobile Food and Beverage Truck Waiver, no other trucks or food/beverages can be brought onto campus
- You are limited to a maximum of two (2) food/beverage trucks per event
- The Mobile Food and Beverage Truck Waiver request process is very lengthy and requires a variety of approvals. If your request is not submitted at least 30 days prior to your event date, we cannot guarantee adequate time for review and approval

Once submitted, the Mobile Food and Beverage Truck Waiver request is reviewed by University Dining Services, Campus Police, Campus Risk Management and the Vice President for Administration. For the health and safety of your guests, Fresno County Department of Public Health requirements on proper food handling must be followed. The food/beverage truck(s) must have a current permit with the Health Department and be in good standing

After you have submitted your Mobile Food and Beverage Truck Waiver Request you will receive copies of the Mobile Food and Beverage Truck Checklist, Mobile Food and Beverage Truck Guidelines and a License Agreement from the University Dining Services Admin Office. Please complete all documents and email them back to the University

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Dining Services Admin Office as soon as possible to be reviewed for approval or denial. Delay in document completion and submittal may will hold up the review and approval process

Notes may be made by either University Dining Services or Risk Management within the workflow portal. You may login to your account at any time for comments and to view status

Once the review is completed by all departments, you will receive an email notifying you of the approval or denial of your Mobile Food and Beverage Truck Waiver request. If the request is approved, the email will include instructions on payment of the Mobile Food/Beverage Truck hourly fee to the Student Cupboard on campus

If you have questions, please contact the University Dining Administration Office at 559.278.3904