

2/11/26

SUNNY SOUTH DALLAS FOOD PARK GUIDELINES

Purpose of space: curate a Black third space that focuses on community building, food access + security, and economic opportunity.

Location: the food park will utilize outdoor and indoor space; primarily outdoors. We will alternate locations between Fair Park (3809 Grand Avenue) or at the South Dallas Cultural Center (3400 S. Fitzhugh Avenue).

Time/Day: The food park will be open on (selected) Saturdays from 12-4p. Times may change due to weather conditions as needed.

Getting Started - Processes + Information

Vendor Selection Process:

- The Process - Our process focuses on selecting businesses that correlate to the food park's mission, values, and overall intention in being a part of the South Dallas community.
 - We **SELECT** businesses instead of taking them on a "first come. First serve basis". This gives us the opportunity to truly *curate* this space with intention; not just for vibes.
 - We typically select 10-20 businesses but may increase that number as our team sees fit.
 - Vendors must complete a vendor form (either non-food or food) online.
- Types of vendors + definitions
 - **Non-food vendors:** businesses that sell items like jewelry, clothing, baked goods, sweets/cakes/cookies, custom items, art, offer a service (consulting, counseling, etc.) to name a few.
 - **Community organizations or mutual aid groups:** those groups that serve the community in a variety of ways and provide needed resources like items for our unhoused neighbors, parents/single parents, homeownership resources, women's shelter, food access, etc.
 - **Food vendors:** includes ALL businesses that sell hot food and/or prepares a product on-site like ice cream, italian ice, any type of frying or cooking; includes food trucks, food trailers, pop up tent setups, and catering style.
- Next Steps (after selection) - NON FOOD VENDORS
 - Selected vendors will have to email the required information below to our team at (info@prolificpl4ces.org) within 48 HOURS (2 days) after being selected.

- Business logo
 - Signed liability waiver
- Once selected and the required information has been received via email the vendor fee must be paid online. **we do not accept cash, Cash App, Zelle or Apple Pay payments**
 - Fee: \$30
- Next Steps (after selection) - FOOD VENDORS
 - Selected vendors will have to email the required information below to our team at (info@prolificpl4ces.org) within 48 HOURS (2 days) after being selected.
 - Business logo
 - Signed liability waiver
 - Menu of items to be served at the food park
 - Food handlers and/or food manager certification
 - Copy of Annual Permit from the city of Dallas and/or Dallas County
 - If you do NOT have an annual permit with the city of Dallas you will have to get a TEMPORARY FOOD PERMIT (more information below)
 - Fire inspection (as needed) + including a propane permit if your setup uses propane (more information below)
 - *Certificate of Insurance (COI) - not required but encouraged if you have it**
 - Once selected and the required information has been received via email the vendor fee must be paid online. **we do not accept cash, Cash App, Zelle or Apple Pay payments**
 - Fee: \$75

Food Vendor Permitting + Process

If you have a food truck, food trailer, and/or are using a pop up tent setup this section is EXTREMELY important for you! **These items will likely change after June 1, 2026 due to state law updates related to mobile food vending**

All food vendors must have either an **ANNUAL PERMIT** from the city of Dallas and/or Dallas County OR must get a **TEMPORARY FOOD PERMIT** from the city of Dallas for the day of the food park.

Annual Permit - this permit allows a mobile food vendor (only food trucks and food trailers as of now) to set up essentially anywhere within the city of Dallas.

- This permit has to be valid in the CITY OF DALLAS; we will not accept annual permits from another city for the food park.
- This is an annual permit that is paid for ONCE a year and inspected by the city of Dallas.

- If you have an annual permit we will ask for a copy or picture of the permit. This lets us know you've been approved and inspected by the city's Consumer Health Division and are in compliance.

Temporary Food Permit - this permit is TEMPORARY which means it is only good for one event. Each food park date you participate in will require a new temporary food permit. This permit is non-transferrable. This permit is required if you do NOT have an annual permit as stated and described above.

This permit is applicable to: food trucks, food trailers, carts, ice cream trucks, any mobile food preparation, cutting/serving food items and/or items that are temperature-controlled.

Temporary Food Permitting Process - step by step

- Complete the TEMPORARY SPECIAL EVENT FOOD APPLICATION. Our team will email this to you.
 - a. The form must include the items you're planning to serve, how they will be served and prepared, and where you are preparing the food.
- Submit all the required documents/information as part of the permit application. See below.
 - a. Menu of items
 - b. Letter from the commissary kitchen where you prepare food at stating that you are allowed to use that kitchen are; this kitchen can be outside of Dallas
 - c. Most recent health inspection report from the same commissary kitchen
 - d. Most recent health permit from the same commissary kitchen
- Read through the TEMPORARY FOOD EVENT GUIDELINES stating how your set up should function, cleanliness, and items that can/cannot be prepared. This guide will be emailed to you and can also be found [here](#).
- If you do **NOT** have a food truck or food trailer follow the steps below for additional requirements for the temporary food permit. This is also included in the Temporary Food Event Guidelines mentioned above.
 - a. Must have a tent for their set up.
 - b. Must have mechanical refrigeration (meaning it has to be plugged into an electrical outlet) to store veggies, condiments, and any other items that require refrigeration.
 - c. Food cannot be stored out in the open without being covered.
 - d. Burners, sternos, and/or hot plates cannot be used to heat ANY food items.
 - e. Must set up a hand wash station area - see graphic in the Temporary Food Event Guidelines.

Fire Protection + Permitting (for Fair Park specifically)

See below for the requirements from the Fire Department regarding needed fire extinguishers, propane permit, fire inspections, and how to schedule an inspection for these.

The items listed below are REQUIRED by the Fire Department before a food vendor can set up and operate at the food park. This should be taken care of immediately after you are selected to be a food vendor. If for any reason you do not contact them to schedule the needed inspection and/or provide them with the required information you will NOT be allowed to vend at the food park and no refund will be provided.

1. The food vendor must call our office at 214-670-4319 to schedule their fire inspection if they use propane (LPG). When they call our office, they need to request an annual fire inspection.
2. If they state they need a fire inspection for an event at Fair Park, their request will be kicked back to me, and I will refer them back to our office to request an annual fire inspection.
 - a. If the vendor already has a current fire permit, they will need to email a copy to me.

All Food Trucks/Food Carts/Pop up tents using propane

- Our team will email selected vendors a copy of a blank permit application form.
 - Vendors using propane need to complete the **highlighted** portions of the permit application.
 - Vendors must bring: a COMPLETED application and a check or money order with them at the time of the inspection. **No personal checks will be accepted.**
- On the permit vendors will be checking off either for: (all fees listed are SEPARATE fees from the vendor fee and temporary food permit fee)
 - LP- Gas Demo/Portable Cooking (Vehicle); fee - \$195.00;
 - LP-Gas Demo /Portable Cooking (Cart); fee - \$160.00
 - In case you are unsure of what your set up is classified as see below.
 - A food truck is motorized and capable of moving on its own.
 - A food cart is non-motorized and not capable of moving on its own.
 - A trailer is a food cart.
 - A pop up tent using propane to fuel cooking equipment is classified as a cart.

- Each vendor will need to have a current and charged 2A10BC fire extinguisher (the red one); current meaning, the fire extinguisher was serviced within the past 12 months of the date of the event.
 - If the extinguisher will be purchased for this event please bring a receipt to verify when the extinguisher was purchased.
- If a vendor is deep frying, they will need to have a **Class K fire extinguisher (Silver 6L)** in addition to the **2A10BC fire extinguisher**.
 - The Class K extinguisher must be current and serviced as well.
- Any food truck that produces grease laden vapors or smoke needs to have a suppression system installed and maintained.

****The suppression system needs to be serviced with a date no more than 6 months prior to the event and the vent hood must be cleaned with a date no more than 6 months prior to the event.***

- Example: The event is March 28, 2025 – the suppression system and vent hood needs to be serviced any date after September 28, 2024 – March 28, 2025.

Breakdown of required fire extinguishers

2A10BC Fire Extinguisher - a 2A10BC fire extinguisher is required for all participants using cooking equipment. Each food vendor with a trailer, food truck, cart, smoker, grill, pop up tent must have one. Vendors must have a charged and serviced 2A10BC fire extinguisher meaning:

- *The fire extinguisher must have been inspected by a licensed technician within the past 12 months.*
- *A service tag is present on the fire extinguisher with the month and year punched on the tag reflecting the date of servicing.*
- *The charge gauge on the front of the fire extinguisher must be in the green.*
- *If the fire extinguisher is brand new a receipt must be shown to the inspector.*

Class K Fire Extinguisher - a Class K fire extinguisher is required if a vendor is using cooking equipment that produces grease laden vapors. If you are using oil, you **MUST** have a class k fire extinguisher.

- *The fire extinguisher must have been inspected by a licensed technician within the past 12 months.*
- *A service tag is present on the fire extinguisher with the month and year punched on the tag reflecting the date of servicing.*
- *The charge gauge on the front of the fire extinguisher must be in the green.*
- *If the fire extinguisher is brand new a receipt must be shown to the inspector.*
- *A Class K fire extinguisher must be located within 30 feet of food processing equipment that produces grease laden vapors.*

Food Trucks/Food Trailers

Please ensure that your suppression system (sometimes referred to as Ansul system) and grease filters (vent hood) have been serviced.

Suppression Systems on food trucks must have had an inspection within the past 6 months. A service tag must be present. ****If your tag is expired you will NOT be allowed to participate!****

Grease Filter Cleaning

- All grease filters must have had a cleaning by a professional company within the past 6 months. A service tag must be present. ****If your tag is expired you will NOT be allowed to participate!****

LP- Gas Alarm (Carbon Monoxide Detector) a listed LP-gas alarm shall be installed within the vehicle in the vicinity of LP-gas systems components, in accordance with the manufacturer's instructions. **If you google 'Mobile Home LPG Gas Alarm', you can see different types. They must be UL listed.**

Pop-Up Tents for vendors that will be utilizing a pop-up tent the following will apply:

Extinguisher

- (1) Red 2A10BC fire extinguisher must be provided per tent.
- It will have had to been inspected by a licensed technician within the past 12 months.
- A service tag is present on the fire extinguisher with the month and year punched on the tag reflecting the date of servicing.
- The charge gauge on the front of the fire extinguisher must be in the green.
- If the fire extinguisher is brand new a receipt must be shown to the inspector.
- A Class K fire extinguisher must be provided if the vendor is using cooking equipment that produces grease laden vapors.
- If you are using oil or deep frying you must have a Class K Fire extinguisher
- The Class K fire extinguisher must be located within 30 feet of food processing equipment that produces grease laden vapors.
- The Class K will also have to follow the same guidelines above stated for the Red 2A10BC extinguisher- inspected, serviced, tagged, charged, and or a receipt presented if new.
- **No propane will be allowed underneath a tent.**
- The propane tank will need to be placed outside of the tent no less than 10ft away
 - *There are situations that would call for shorter distances but that would be the last case scenario and would be at the discretion of the Fire Marshall. Please plan accordingly to have the propane a minimum of 10ft away from the tent.*
- All propane tanks in use will need to be secured at all times.

- For example: vendors in the past have put the tanks that are being used inside a milk crate, this stabilizes it from being accidentally tipped over.
It will not be allowed to be tied down to the tent leg
- All extra tanks that are not in use will need to be in an approved form of secondary containment
 - *The approval will be done by the Fire Marshall, send us a picture of what you would like to use and we will let you know if it will suffice.*
- All generators need to be 20 ft. away from the tent
 - *situations may arise that calls for shorter distances per the discretion of the Fire Marshall, please plan accordingly to have it 20 ft. away*
- If the tent has side walls, any cooking appliance underneath the tent will need to be 4 ft. away from the side wall.
- Propane tanks can not be placed in an area with combustible materials.

NO COOKING OR OPEN FLAMES OF ANY KIND WILL BE ALLOWED ON GRASSY AREAS

Wood Burning/Charcoal

If preparing food with wood burning or charcoal a fire permit will **not** be necessary. An inspection of your fire extinguisher will need to be in working order like stated above. (Red 2A10BC)

Propane will be checked on site by using a soap and water solution and spraying the lines and the connections. If any bubbles are found while the gas is flowing that will indicate a leak and the vendor will **FAIL** the inspection. ***If this can not be remedied on site then the vendor will not be allowed to participate.*** A metal waste bin is required for ashes.