



How to Schedule a Mobile Food Vendor in City Park Locations

Food truck/trailer vendors can reserve a food vending site in designated City park locations up to two months in advance.

Park Scheduling Rules

1. Park locations can be booked by an approved food vendor for as many days as desired within a two month period (the 2 month period includes the current month and the next month).
2. Vendors cannot schedule more than one City park location within the same day.
3. The scheduling process operates on a first come, first served basis. Where more requests are received than available spots for a specific park location for the same day, the first request received via email will be given priority.
4. Scheduling requests are accepted commencing at **8:00 am on the first regular business day of each month** (not statutory holidays). Requests received before 8:00 am on the first business day of the month 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 before locating in any City park location. Please note, staff can only approve park location requests during the business week, Monday to Friday. It may take up to three business days to receive approval.
8. Vendors who have been approved for a location but are not be able to attend, out of respect for other food vendors, are requested to contact staff as soon as possible to cancel the booking.

How to Use the Food Truck Scheduling Calendar

1. Confirm current availability in park locations by viewing the food truck scheduling calendar online www.nanaimo.ca/goto/foodtrucks.
2. Email mobile.vendors@nanaimo.ca with the following information:
 - Name of food truck or trailer
 - Requested park location(s)
 - Date(s) requested for each location
3. If there are no scheduling issues, an approval email will be forwarded and the scheduling calendar updated accordingly.

Other Important Information

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