



Food Trucks Policies & Procedures

Food Trucks are allowed on campus for catering events only, and must be coordinated as with any other off campus caterer. Every caterer, including food truck caterers, must be registered with [America To Go](#). Each food truck caterer is responsible for the costs associated with providing recycling and composting bins as well as any required cleanup.

As for all caterers on campus, food trucks must provide, in advance, the following documentation in order to serve the Emory Community. This documentation will be managed by [America To Go](#).

- A copy of the food truck's current business license
- A copy of the food truck's liability insurance policy showing minimum coverage of One Million Dollars
- A copy of the food truck's most recent Health Score showing a minimum score of 90

There are additional requirements of approved food trucks on campus. Those requirements include:

- 1) Disposable dishes, utensils, and packaging materials used in serving the food should be either compostable or recyclable.
- 2) No alcoholic beverages are allowed to be served.
- 3) No amplified sound is allowed.
- 4) Trucks cannot deploy outriggers or any other equipment that cannot be quickly moved. An authorized representative capable of driving the truck must be with the truck at all times in case of fire emergency. Parking in fire lanes will only be allowed under these terms.
- 5) Each truck should carry an oil spill containment kit in case of any oil spill.
- 6) All trucks on campus must abide by Emory's minimum rate of pay for workers. The minimum rate of pay is \$12.50 an hour (\$13.50 starting 9/1/18).
- 7) Trucks must comply with DeKalb county laws and ordinances. Trucks must be self-contained, able to provide necessary power and running water. The truck must also contain the waste water and grease. No dumping is allowed on Emory University property.
- 8) All registration and payment of services will be through Emory's Procurement office via [America To Go](#).

Contact information

Food Service Administration Telephone 404.727.4015
Emory Procurement Office Telephone 404.727.5400

email dining@emory.edu
email e-market@emory.edu