

The Lot

AT LIBERTY



FOOD VENDOR GUIDELINES & APPLICATION





ABOUT

The Lot at Liberty is Flowood's newest community gathering spot — a pop-up food event featuring a rotating lineup of local food vendors serving delicious eats against a backdrop of Liberty Park ballfields, pickleball courts, and playgrounds.

Designed to blend community with convenience in a relaxed, family-friendly atmosphere, it's perfect for busy sports parents after practice, working professionals on the way home, friends refueling after pickleball, or anyone who wants dinner made simple.

Whether you're on the go or here to hang, The Lot at Liberty is where Flowood gathers to eat, connect, and unwind.

LOCATION

Flowood Liberty Park | 694 Liberty Rd | Flowood, MS 39232

**Parking lot connecting pickleball courts & baseball fields*

DATES/TIME

Every Thursday in October, 5-8 PM

COST

No fee to register

CAPACITY

3-5 vendors per date

Selection is first-come, first-serve; priority to diverse food mix and businesses within Flowood city limits.

DEADLINE

Applications & permits due September 17

Email to radcock@cityofflowood.com **or** drop off in person at the Flowood Visitor Center office (2200 Refuge Blvd., Flowood, MS 39232).

CONTACT

Daniel Lang, Director of Economic Development & Tourism

601-932-8007 | dlang@cityofflowood.com

QUICK CHECKLIST FOR FOOD VENDORS

- **Completed Food Vendor Application**
- **Required Permits:**
 - **Valid Health Department Permit** (if applicable)
 - **Certificate of Insurance** (naming City of Flowood / Event Organizer as additionally insured)



APPLICATION PROCESS

1. Application Submission

- **All Food Vendor Applications and Required Permits must be submitted to** radcock@cityofflowood.com **by Sept. 17th.** Completed applications can also be submitted **in person** at the Flowood Visitor Center office (2200 Refuge Boulevard, Flowood, MS 39232).

2. Review & Approval

- The City/Event Organizer will review each application to ensure compliance with event rules and health/safety standards. All vendors are subject to approval.
- Approved vendors will receive confirmation via email.
- Vendor spaces are selected on a **first-come, first-serve** basis with **priority given to diverse food mix and businesses within Flowood city limits.**

EVENT RULES & REGULATIONS

1. Setup & Breakdown

- Setup begins no earlier than **3 PM**. Selling & serving begins no earlier than 5 PM.
- Serving time is mandatory from **5–8 PM**. All vendors must **stop serving by 8 PM**.
- All vendors must **exit the park by 9:30 PM. No overnight parking allowed.**

2. Menu Restrictions

- No crawfish permitted.
- No alcohol sales/services permitted.

3. Event Operations

- Vendors must provide their own power source (quiet generators only, no excessive noise or fumes).
- Vendors are responsible for their own water supply and disposal of gray water/grease according to the Health Department regulations.
- Vendors must follow fire safety requirements (on-board extinguisher, propane safety, etc.) and be prepared for inspection.
- Trash must be contained within the vendor area and disposed of in designated event dumpsters.
- Each vendor must visibly display required permits during the event.

4. Insurance & Liability

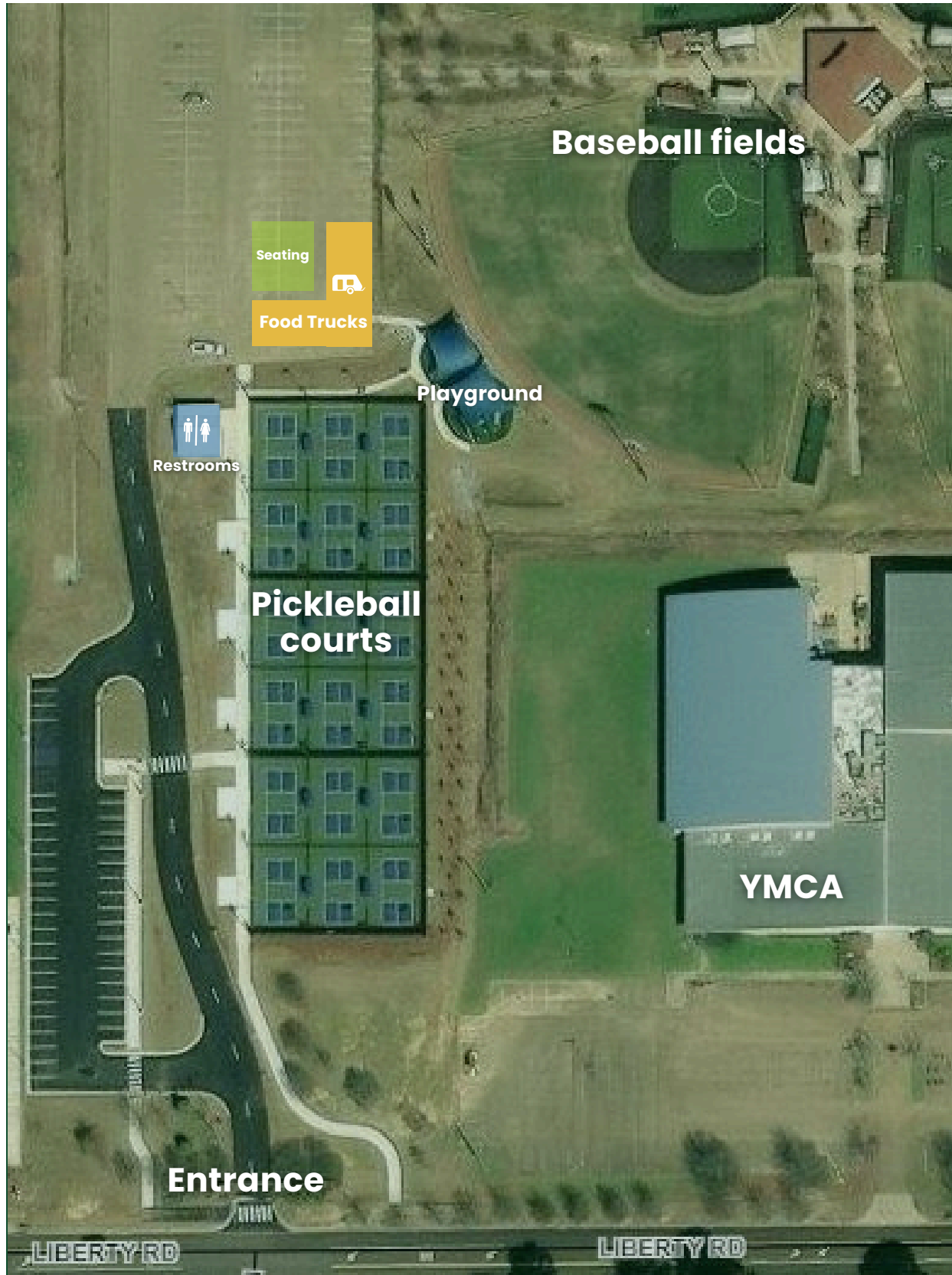
- Vendors assume full responsibility for compliance with local, state, and federal laws.
- The City of Flowood is not liable for theft, loss, damage, or injury.

5. Behavior & Compliance

- All staff must conduct themselves professionally.
- Loud music, inappropriate signage, or unsafe activity is prohibited.
- Noncompliance with rules may result in immediate removal and disqualification from future events.

GENERAL EVENT LAYOUT

***Food vendor placement will be on a first-come, first-serve basis the day of the event. Please note vendor setup & arrival is no earlier than 3 PM.**





FLOWOOD FOOD VENDOR APPLICATION



Thank you for your interest in participating in Flowood's The Lot at Liberty!
To register, please fill out the form below. To learn more, scan the QR code!

Event Information

Event Name The Lot at Liberty - October 2025 Organizer City of Flowood

Location Flowood Liberty Park

Please rank your preferred dates using **1 (most preferred)** through **5 (least preferred)**.

☐ Oct. 2 ☐ Oct. 9 ☐ Oct. 16 ☐ Oct. 23 ☐ Oct. 30

Vendor Information

Food Vendor Name _____

Owner/Operator _____

Key Contact Name _____

Phone _____ Email _____

Mailing Address _____

City _____ State _____ Zip _____

Setup Details

Length of Food Truck (if applicable) _____

Food items being served (note: no crawfish or alcohol) _____

Generator Type (must supply your own) _____

Additional notes on setup (i.e. two tents, 4 tables, grill, etc.) _____

Application Submission

Please submit completed application form and copies of Required
Permits using one of the methods below:

EMAIL

Riley Adcock,
radcock@cityofflowood.com

IN-PERSON

Flowood Visitor Center office
2200 Refuge Boulevard, Flowood, MS 39232

By signing below, I agree to abide by all event rules set forth under the City of Flowood Food Vendor Guidelines, provide all required documentation, and ensure compliance with updated health, fire, and safety regulations.

Signature (Vendor) _____ Date _____

Signature (City Official) _____ Date _____