



ON-SITE VENDORS & FOOD TRUCK FACT SHEET

STEP-BY-STEP GUIDE FOR VENDOR APPROVAL

Step 1: Contact Bell County Public Health Department

All on-site food vendors and food trucks must first obtain a **Retail Food Dealer Permit** or **Temporary Event Permit** from **Bell County Public Health**.

- Food trucks from outside Bell County must also apply for a **Temporary Event Permit** before operating in Killeen.
- Bell County Public Health will guide you through the permit and inspection process.

Bell County Public Health Contact Information

Website: [Bell County Public Health](#)

Phone: 254-532-9800 ext. 1111

Address: 4236 Lowes Dr, Temple, TX 76502

Step 2: Obtain a Peddler's Permit from Killeen Police Department

Once you receive your Bell County Public Health Permit, you must apply for a **Peddler's Permit** through the **Killeen Police Department**.

- Required for all on-site vendors and food trucks, including out-of-county trucks.
- This also applies to Arts & Crafts, Specialty, and Commercial vendors
- Background checks and fingerprinting are part of this process.

Killeen Police Department Contact Information

Phone: 254-501-8940

Address: 3304 Community Blvd, Killeen, TX 76542

Step 3: Submit Your Vendor Application for the Festival on MGO

Once both required permits are obtained, submit your **vendor application** online.

- Applications must be submitted by the communicated deadline of each event.

Apply Here: <https://www.killeentexas.gov/585/Downtown-Events>

The new MGO link will be updated on our website **after Tuesday, April 1, 2025**

Step 4: Selection & Payment

If selected, you will receive a **confirmation and invoice for the due amount** in MGO.

- Your spot is **not secured** until full payment is received.

Vendor Fee: Contingent on Vendor type and size

EVENT DAY REQUIREMENTS

Health & Safety Inspections: Conducted before the event begins.

Fire Safety Rules:

- On-site vendors using propane, fryers, or open flames must pass a fire safety inspection.
- A fire extinguisher is required at each booth.

Trash Disposal: Vendors are responsible for keeping their area clean.

NEXT STEPS FOR ON-SITE VENDORS & FOOD TRUCKS

1. Contact Bell County Public Health for a **Temporary Event Permit or Retail Food Dealer Permit**.
2. Out-of-county food trucks must apply for a **Temporary Event Permit**.
3. Apply for a **Peddler's Permit** through Killeen PD.
4. Submit the online **event vendor application**
5. Await **selection notification** and pay to secure your spot.

For more details and to apply, visit: <https://www.killeentexas.gov/585/Downtown-Events>