

# Food Truck Hub Meeting

February 18, 2016

## Questions/Answers

---

1. How many hubs will there be, and how many vendors can be in each hub?
  - Twelve (12) hubs are allowed within the first year of operation.
  - At least 2 vendors are required to constitute a hub; however, based on the location and site plan, the number of vendors will vary depending upon how many can be safely accommodated in one location.
  - There are three reserved locations, which include areas within a ½ mile radius of the New Carrollton, Naylor Road and Suitland Metro stations.
  
2. If there is a cap of 12 hubs, can something be done to allow more hubs if there is interest?
  - In this first year of implementation, 12 hubs are the limit.
  
3. What are the hours of operation?
  - Hours of operation are between the hours of 6:00 AM – 9:00 PM. No activity prior to or after the referenced hours is permitted.
  - The hub coordinator determines the hours of operation. For example, 1 hub might operate between 9:00 AM – 3:00 PM, as opposed to 6:00 AM – 9:00 PM, which is acceptable. However, a hub cannot operate earlier or later than the designated hours. Set-up and breakdown must be done only during the designated hours of operation of the hub.
  
4. Can a hub open only on certain days or can it be open 7 days a week and on holidays?
  - A hub coordinator determines the days of operation, which can range from 7 days to 1 day per week, and whether it will or will not operate on a holiday.
  
5. Does the County regulate what a coordinator can charge a vendor to participate in a hub?
  - No, the County does not determine or negotiate the hub participation fee for a vendor, if one is charged; that is determined between the coordinator and the vendor.
  
6. How will vendors know where hubs are located to become part of a hub; and, will information be posted on the Website?
  - Once a coordinator's application has been approved, the approved site and coordinator's contact information will be posted on the Department of Permitting, Inspections and Enforcement's (DPIE) and the Prince George's County Economic Development Corporation's (EDC) websites.
  - If you are aware of a coordinator, who is organizing a Food Truck Hub site, reach out to that coordinator to discuss a vending space.
  
7. If I pay all my fees to get a vendor's license and then do not get into a hub, will the County reimburse my fees?
  - No, there is no reimbursement of fees.

- 
8. Can a coordinator not accept me as a vendor?
    - A coordinator is not required to accept a vendor; that is a negotiation between the coordinator and the vendor.
  9. Can I participate in more than one (1) hub?
    - Yes, with the permission of the coordinators and inclusion on the Approved Vendor List for each hub.
  10. Do I have to pay a license fee for each hub if I participate in more than one (1)?
    - No, after a vendor pays all the applicable licensing fees to be a vendor, he/she does not have to pay a separate County license fee for each Food Truck Hub.
  11. Are vendors who sell food at construction sites allowed to be part of a hub?
    - Yes, if the vendor is licensed and has been accepted into the Food Truck Hub.
  12. If I am going to vend in the County, but not in a Hub, do I have to pay \$300 or can I do it for a lesser fee and what is the difference in the fees?
    - Vending in the County is prohibited, unless one is vending at a carnival, fair or some other types of special event or in a Food Truck Hub, all of which are independently licensed. A Special Food Service Facility – Mobile Unit License to operate in a Food Truck Hub license fee is \$300, which allows a vendor to participate in a Food Truck Hub and other special events such as a carnival, fair or other type of similar event for the year. The Temporary License Fee to participate in a carnival, fair or other type of special event is \$100 for a 30-day period, which must be renewed every 30 days. A \$100 Temporary License Fee is charged for each 30-day renewal.
  13. If I am vending on private property, isn't that considered a hub?
    - No, unless the private property is a licensed Food Truck Hub, no one is allowed, per County Code, to vend within the County; and if someone does vend on private property that is not a licensed hub, he/she will be fined accordingly and possibly towed.
  14. If I am currently vending in the County, shouldn't I be able to vend anywhere?
    - One cannot legally vend within the County unless he/she is vending in a Food Truck Hub or at a fair, carnival or another similar type of sanctioned event.
  15. What are the dimensions for a vendor unit?
    - The maximum dimensions of a vendor unit are 25' (l) x 8' (w) x 11' (h).
  16. Do the dimensions include a trailer or is a trailer considered separately?
    - The dimensions can or cannot include a trailer, however, if a trailer is included, the trailer and the vehicle remaining with it, if one does, while vending cannot exceed the referenced dimensions.
  17. If I am going to offer cupcakes and ice cream and they are going to be prepared in a commercial kitchen, how do I have to package them in order for the items to be sold in a hub?
    - The items may be individually packaged or packaged in bulk and distributed at the site as requested using all required health standards/containers.

- 
18. If a hub is located within a M–NCPPC park facility, does the hub have to remain in one location or can the location be moved to different sites within the park to accommodate the events/activities that are being held on a specific day (i.e., softball games in one area on a Saturday; festival in another area on Sunday; etc.)?
- The hub may be moved within the facility, provided each site to which it will be moved meets the requirements of a site and the number of vendors does not exceed the space. Each site on the premises should be included in the Food Truck Hub application for the entire zone to ensure that all requirements are met for each site area.
19. Can vendors be rotated on a daily or periodic basis?
- Yes, vendors can be rotated, as long as the vendor and coordinator agree to the arrangement and the approved schedule for each day includes the designated vendors on site for a given day.
20. How do mobile farmers' market trucks participate in a hub?
- They participate in the same way any other vendor participates. They work with a coordinator to be included in a Food Truck Hub and they apply and receive a license to participate like other vendors. They must have a Special Food Service Facility – Mobile Unit to participate in a Food Truck Hub.
21. Do mobile farmers' market trucks have to pay a one-time fee to participate in a farmers market and hub or a separate fee for each venue?
- They must pay a separate fee for each venue.
22. Can a vendor be a coordinator and a coordinator a vendor?
- Yes.
23. If one pays a yearly fee in another jurisdiction (Maryland County), does one have to pay for a license in Prince George's County too?
- Yes, a Prince George's County license is required.
24. Is there language in the legislation that states who a coordinator can be/is?
- The coordinator must follow the requirements/standards set forth by the County.
25. Who is going to regulate how much an owner/coordinator on private property can charge a vendor?
- That is a negotiation strictly between the vendor(s) and the coordinator(s).
26. If a hub is not operating per the County Code, can the County do anything?
- Yes, the County has enforcement over the hub, which includes the ability to issue violations, citations and revoke the license for the Food Truck Hub if the hub does not meet compliance requirements per the County Code.

- 
27. If a vendor does not have a license, can the County do anything?
- Yes, the vendor will be removed from the hub and fined for operating within a Food Truck Hub without the appropriate licensing. Fines can be assessed up to \$5,000 for each violation, with impoundment of the unit.
28. Would banners be considered signs and would they be allowed in addition to the one sign?
- Banners are considered signs and the legislation provides for only one 4' x 6' sign to be posted on site.
29. If every vendor has to prove that he/she is processing and packaging food at a depot, can that food then be sold in a hub?
- Yes, food processed at a depot may be sold in a Food Truck Hub as long as all Health Department requirements are met.
30. If I am in a hub but package my food at a depot, how does it have to be packaged for me to sell in a hub?
- Food packaged for a mobile vending unit in a depot may be individually wrapped/plated or sold from containers from which the food is plated at the site; however, all Health Department requirements must be met at both the depot and the site.
31. Am I allowed to leave my unit on the site overnight or not?
- Units may not remain on site overnight.
32. If I am certified as a Food Manager in another County and take the refresher course in another County, will that be accepted, or do I have to take the refresher class in Prince George's County too?
- Prince George's County will accept refresher coursework done in another County for a Food Manager, provided verification of the coursework is presented at the time of registration for the Prince Georges County Certified Food Service Manager (CFSM) Card.