

# FOOD TRUCK *Fest*

## VENDOR'S MANUAL



**MON-THURS | FRI-SUN**  
**4PM-10PM | 4PM-12 MN**  
**MAYFLOWER PARKING**

#GreenfieldDistrict  
www.greenfield.com.ph

The Future-Ready District



# YOUR SAFETY IS IMPORTANT

(Although optional, you may still practice the basic health & safety protocols)



**Wear  
mask properly**



**Sanitize  
hands**



**Keep at least  
2 meter distance  
from other people**



# EVENT DETAILS & SITE MAP

**Time:** 4PM to 10PM – Mon. to Thurs.  
4PM to 12MN – Fri. to Sun.

**Frequency:** Daily

**Location:** Greenfield District  
Mayflower Parking

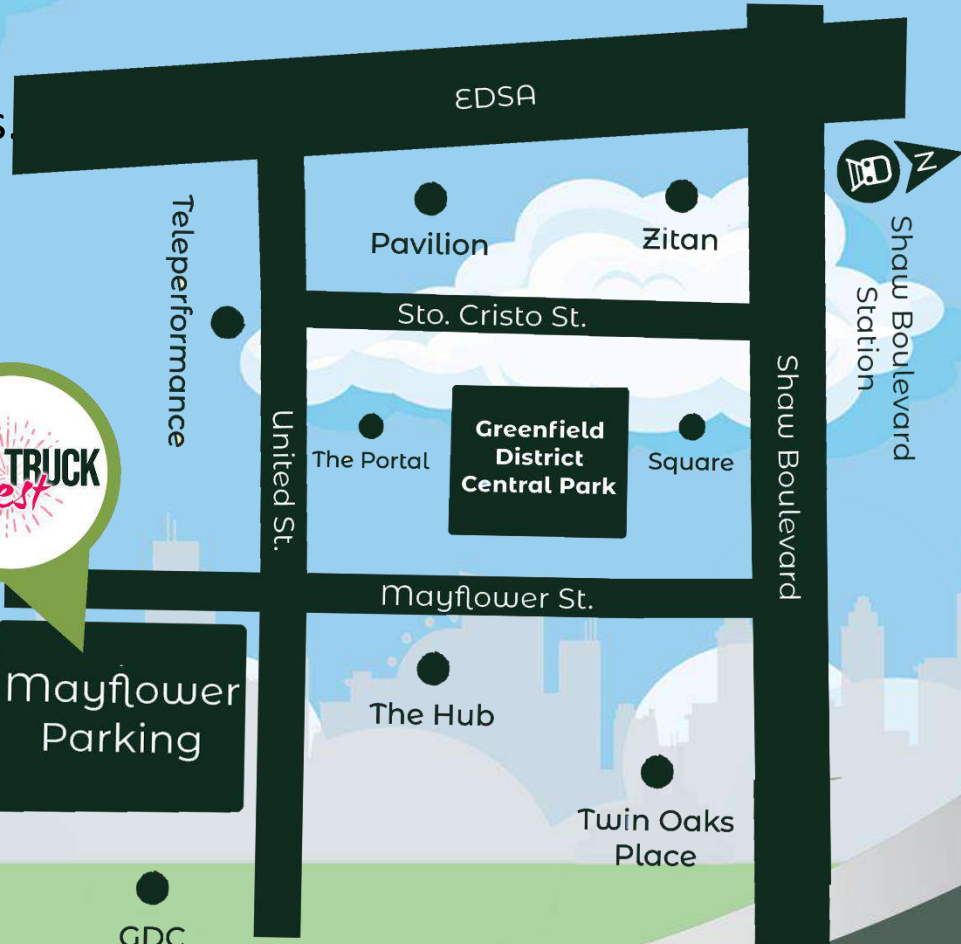
**Ingress time:** 1PM

**Egress time:** 10PM & 12MN



Mayflower  
Parking

GDC



# FOOD TRUCK FEST MAP



# HEALTH & SAFETY PROTOCOLS:

1. Although optional, vendors may wear a face mask, gloves & even hairnet esp. in consideration of customers with comorbidities.
2. Vendors may provide alcohol and/or hand sanitizer at their respective food trucks for use of customers.
3. Ensure clean sanitation of products and food truck before selling.
4. Disinfect hands and contact surfaces frequently or after every transaction.
5. Provide a payment basket for customer to minimize physical contact.
6. Vendors are encouraged to do cashless payments through GCash, bank transfer, etc.
7. Manage crowding at your designated food truck area.
8. Vendors should not be drinking any alcohol nor be smoking while manning their food trucks during the event's operating hours.



# VENDOR'S FEE AND PAYMENT COLLECTION:

1. As of **March 6, 2023**, the weekly vendor's fee is **@ Php 8,750** from Monday to Sunday.
2. Greenfield is no longer accepting cash payments. All payments should be deposited to our RCBC account, and a copy of the deposit slip must be presented to the Cashier for issuance of official receipt.
3. The required fee shall be paid in advance not later than **MONDAY, 2:00PM** through the following modes of payment. All transaction copies shall be emailed to the officer-in-charge (OIC) & to our cashier at [payments@greenfield.com.ph](mailto:payments@greenfield.com.ph) & [rosanna.vega@greenfield.com.ph](mailto:rosanna.vega@greenfield.com.ph).

a. Online payment – RCBC website

Bank: RCBC

Account no. – 1275694440

Account name – **GREENFIELD DEVELOPMENT CORPORATION**

b. Over-the-counter bills payment facility

Bank: RCBC

Account no. – 1275694440

Account name – **GREENFIELD DEVELOPMENT CORPORATION**

c. GCash – click on TRANSFER icon at the home page. Choose the RCBC button as partner bank. Next is a page with RCBC/Diskartech as heading then completely fill out the details.

Please make sure the proof of payment transfer emailed to cashier contains the **Instapay trace no.** for proper monitoring of payment made.

# VENDOR'S FEE AND PAYMENT COLLECTION:

4. For proper issuance of your Official Receipt (O.R.), **please provide your company name, home address and TIN.**
5. Please make sure to get your O.R. from the Greenfield cashier every week as this will be checked on or before the opening of the Food Truck Fest for that week. If no O.R. will be presented, you will not be allowed to open your store. The O.R. is imperative as proof of your payment and has been verified by our cashier.

**\*\*Please refer to p. 8-10 for step-by-step guides for online payment and over-the-counter payments.**



# STEP-BY-STEP ONLINE PAYMENT:

1. Go to [www.rcbonlinebanking.com](http://www.rcbonlinebanking.com).
2. Type your user ID and log-in password. Click log-in.
3. Go to Pay Bills Menu
4. Click Pay From\* Select Source Account dropdown.
5. Select your account number.
6. Click List of Billers
7. Select Real Estate then select **GREENFIELD DEVELOPMENT CORPORATION**
8. Input event name, event date, vendor's name, business name
9. Click SUBMIT
10. Click Proceed to Payment
11. End of payment transaction
12. You can save the Bills Payment Cyber Receipt by selecting the ff. options:
  1. 12.1 Save Transactions as Template
  2. 12.2 Save Receipt as Local File
  3. 12.3 Save to Mailbox

**\*\*Event name: FOOD TRUCK FEST**



# STEP-BY-STEP OVER THE COUNTER:

1. Fill out the Bills Collection Slip and indicate the ff:
  - a. Biller name/Company name/Account name: **GREENFIELD DEVELOPMENT CORPORATION**
  - b. Account/Subscriber/Policy/Card number: Event name & event date
  - c. Subscriber/Policy holder/Cardholder name: Vendor name & event date
  - d. Indicate other payment information under the Other Payment Information field
  - e. If Check Payment: PLEASE FILL OUT THE CHECK DETAILS

## For Over-the-Counter via TouchQ Machine

- a. Tap screen to start.
  - b. Tap bills payment.
  - c. Choose Category then Select Biller: **REAL ESTATE/GREENFIELD DEVELOPMENT CORPORATION**
  - d. Choose Mode of Payment
  - e. Encode Reference Property/Project Name, Unit no, Name of Customer, Check No. and ISSUED BANK then click NEXT
  - f. Confirm transaction details then click NO (if no need to do other transactions)
  - g. Get your queue number and present to teller
2. Present the accomplished Bills Collection Slip or TouchQ queue number slip to our Over The Counter – Customer Service Assistants.
  3. Keep a copy of the validated Bills Collection Slip or Universal Transaction Slip as proof of payment.

Date  
Greenfield  
Development  
Corporation

**AGENT COLLECTION SLIP**

This deposit is subject to the terms and conditions covering this account.

DATE: 10 / 9 / 2019

BILLS COLLECTION  DEPOSIT TICKET  
 AGENT COLLECTION  RECEIPT COUNT  NO COUNT

BILLER/COMPANY NAME/ACCOUNT NAME: GREENFIELD DEVELOPMENT CORP.

ACCOUNT NUMBER/SUBSCRIBER/POLICY/CARD NUMBER: POPEALT 00001

AGENT CODE/NUMBER: 4

VALIDATION:

SUBSCRIBER/POLICY HOLDER/EARTH HOLDER NAME: 34A

AGENT NAME:

OTHER PAYMENT INFORMATION AS REQUIRED BY BILLER/AGENT  
(Please refer to the BILLER/AGENT CATALOGUE when applicable to the slip's currency)

PAYMENT INFORMATION	DETAILS

PAYMENT CURRENCY:  PESO  US DOLLAR  YEN  OTHERS

**CASH**

TOTAL CASH PAYMENT:

**CHECK**  
(PLEASE USE SEPARATE SLIP FOR EACH TYPE OF CHECK)

ON-US/MC/DC  OTHERS  LOCAL

DRAWEE BANK & BRANCH	ACCOUNT & CHECK NO.	AMOUNT
1. CHINA BANK	89000 00001	₱ 100,000.00
2.		
3.		
4.		
5.		
6.		

TOTAL CHECK PAYMENT:

**DEBIT ACCOUNT**

ACCOUNT NO.:

SIGNATURES OF ACCOUNT HOLDERS:

SPECIAL INSTRUCTION (for Bank Use Only):

APPROVED BY:

REMOVED SUBJECT TO VERIFICATION  
FOR NO-COUNT DEPOSIT PICKUP TRANSACTION ONLY

PS-BDCA-01 (Rev. 10-01) (C)

Please put a  
check mark

Write down event name  
and event date  
(Ex. Food Truck Fest/December 9 ,2021)

Write down name and  
Business name  
(Ex. Juan Pinoy/Deli Food)

# CANCELLATION, EARLY EGRESS OR NO SHOW:

1. Cancellation by event organizer – the organizer shall notify the vendors via SMS or email at least 5 hrs. prior to event for cancellation due to inclement weather or other reasons deemed proper.
2. Cancellation by vendor – The confirmed vendor may cancel his/her participation by sending a written notice to the event organizer 24 hrs. before the day of the event, and only upon showing proof like the ff:
  - a. Medical certificate
  - b. Related photos
  - c. Incident report
  - d. Police report, if needed

Fees paid by the vendor who has shown proof of acceptable reasons listed above and sent notice within the prescribed period shall be carried over to the coming week. Failure to show proof, to send notification on time and cancellation during the day of event, even with valid reason, shall result to full forfeiture of fees.

3. In addition to forfeiture of fees, “No show” vendor is required to pay the full fee for the cancelled day. Failure to pay all the required fees will deem automatic ban from participating in future events.
4. Vendors are required to set-up and sell until the duration of the event.



# REMINDERS:

1. The schedule of the Food Truck Fest is from 4PM – 10PM every Monday to Thursday and 4PM – 12MN every Friday to Sunday.
2. Please stick to your approved food concept and have your additional food menu approved before selling them.
3. Maintain the cleanliness and high quality of the Food Truck Fest venue.
4. Be mindful of the respective space allocation. Kindly ensure that space allocation and materials lent to you will not be damaged.
5. Mind your own trash. Bring additional trash bags for proper disposal.
6. Cooking oil must be properly disposed. Do not throw oil on the pavement. Bring your own oil containers.
7. **NO CHARCOAL GRILLING.** Vendors who will be cooking on the spot must bring a fire extinguisher.

# GO GREEN GUIDELINES:

Road to zero-waste and plastic-free environment

1. B.Y.O. – Bring your own
  - a. Vendors must encourage Food Truck Fest goers to “bring your own” cups, plates, utensils, containers, bags, etc.
  - b. Give incentives to buyers who B.Y.O. through:
    - discounts
    - freebies
  
2. Buy to-go food with a reusable bag.
  - a. Vendors **SHOULD NOT** hand out single use plastic bags and/or styro dine in and/or takeout containers to customers.
  - b. Please use brown paper bags or reusable bags.
  
3. Say **NO** to straw
  - a. Plastic straws are strictly forbidden.
  - b. Encourage customers to bring reusable straws.



# FOOD TRUCK *Fest*



Greenfield District



@greenfielddistrictretail



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