



## Marion County Board of County Commissioners

### Procurement Services

2631 SE Third St.  
Ocala, FL 34471  
Phone: 352-671-8444  
Fax: 352-671-8451

## Mobile Vendor Application/Agreement

The Marion County Board of County Commissioners is accepting applications for mobile vendors to provide food at the Marion County Government Day event on **March 23, 2024 from 10 a.m. to 2 p.m.** at the McPherson Governmental Campus.

Cost for space is \$100 for food trucks or \$75 for a table. Only Coca-Cola® products are permitted to be sold.

To reserve your space and participate as a vendor:

1. Complete the vendor application;
2. Attach copy of your license;
3. Attach copy of your driver's license;
4. Attach copy of insurance certificate;
5. Attach a copy of menu;
6. Attach a photo of your food truck or stand;
7. Include a check or money order made payable to: Marion County Board of County Commissioners; and
8. Return completed application with check to: Procurement Services 2631 SE Third St., Ocala, FL 34471.

**Business name:** \_\_\_\_\_

**Contact name:** \_\_\_\_\_

**Driver's license #:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Cell phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Size of food truck or stand:** \_\_\_\_\_

What type of food/beverage do you wish to sell: \_\_\_\_\_  
(Detailed information must be provided on an attached form.)

## FOOD TRUCK VENDOR WILL:

- ✓ Be prepared to provide their own water.
- ✓ Be responsible for my own set up, clean up and trash removal.
- ✓ Provide Product Liability Insurance for sale or distribution of any products (i.e. food, beverages, etc.) at the event. Each vendor (an entity in the business of making a profit) must provide a certificate of insurance which provides for \$1,000,000 products liability insurance and must name Marion County Board of County Commissioners as an additional insured.
- ✓ Follow all rules set forth in the 'Guidelines for Temporary Events' produced by the Florida Department of Business and Professional Regulation (DBPR), Division of Hotels and Restaurants, and are solely responsible for meeting all requirements.
- ✓ Vendors who do not have an annual license through DBPR must apply for and purchase a temporary event license on site. For a copy of their requirements & guidelines, contact the DBPR at 850-487-1395.
- ✓ Be responsible for collecting and reporting all Florida sales tax.
- ✓ Comply with all health and fire codes, where applicable, at own expense and include with application.
- ✓ Ensure food truck has prices, including sales tax, posted which will be visible to the public in signage that is professional in appearance and size.
- ✓ Ensure that food truck will be staffed and open the entire length of the event.
- ✓ **Comply to set up and breakdown time frames for Saturday, March 23:**
  - Set up begins tentatively at **7 a.m.** (time may change).
  - Food items need to be available by 10 a.m.**
  - Breakdown and removal of food truck must start **no earlier than 2:30 p.m.**
- ✓ Ensure that plastic gloves are worn by all persons handling food. No contact with money shall be allowed by persons handling food.
- ✓ Ensure that all appropriate fire extinguisher equipment is onsite, at the associated booth for the duration of the event.
- ✓ Ensure that all trash in immediate area surrounding associated booth is removed during set up and breakdown of booth and equipment.
  - Garbage dumpsters are provided for your use. Event trash receptacles in food area cannot be used for discarding food, grease, or other waste materials.
  - No trash is allowed to be left in food area after breakdown.
- ✓ Be responsible for collecting and reporting all Florida sales tax.

- ✓ Complete and submit all associated vendor applications/agreements along with all required information for review and approval.  
A site plan with assigned areas will be provided upon approval and prior to the event.
- ✓ Agree to a limit of one 110/20 outlet or one 110/30 RV outlet regardless of space size.  
Vendors using 30 amps must bring a 30-amp RV adaptor to the event.  
Failure to bring an adaptor will cause you to be without electric service and unable to participate in the event. 220-volt outlets are not available and cannot be split off to two 110 outlets.  
**Please specify:**     I have my own power source.  
    I require power.
- ✓ Vendors must provide their own electrical cords and must ensure that these cords are no shorter than 100 foot in total length (one 100' cord or two 50' cords), adequately rated (12 gauge for 20-amp outlet/10 gauge for 30-amp outlet), and UL approved for outdoor use.  
Frayed, spliced, or damaged cords will not be allowed.  
Vendors are responsible for either taping or matting electrical cords.  
All such matting and/or taping is subject to inspection and approval by the county who may require changes as necessary to meet safety standards.

**Please direct any questions to Susan Olsen or Melissa Masters at 352-671-8444.**

I HEREBY ASSUME FULL RISK, INDEMNIFY, AND HOLD HARMLESS THE MARION COUNTY BOARD OF COUNTY COMMISSIONERS, ITS EMPLOYEES, REPRESENTATIVES AND AGENTS INDIVIDUALLY OR OTHERWISE OF SAID PROGRAM FROM ANY ACTUAL OR ALLEGED CLAIMS ARISING OUT OF AND FROM MY PARTICIPATION AS A VENDOR AT THE EVENT. THE VENDOR CERTIFIES THAT THE INFORMATION STIPULATED HEREIN IS A CORRECT DEPICTION OF THE SERVICES AND PRODUCTS TO BE PROVIDED BY THE VENDOR AT THIS EVENT. THE VENDOR UNDERSTANDS THAT FAILURE TO FOLLOW TERMS AS DESCRIBED WILL RESULT IN INELIGIBILITY FOR THIS AND FUTURE EVENTS.

Vendor/Business name: \_\_\_\_\_

Represented by (signature): \_\_\_\_\_

Printed name: \_\_\_\_\_

Its (Title of representative): \_\_\_\_\_

Date: \_\_\_\_\_

*Please provide a detailed list of items proposed for sale on the following page.*

Item proposed for sale	Item description	Serving size	Price per item