



614 MAIN ST. WINDERMERE, FL 34786
OFFICE: (407) 876-2563 FAX: (407) 876-0103

WINDERMERE FOOD TRUCK VENDOR APPLICATION

Name: _____ Truck Name: _____

Address: _____

Email: _____ Primary Phone: _____

Thank you for your interest in the Town of Windermere Family Food Truck Events. The event is organized by Mark Baratelli of The Daily City; but is owned by the Town of Windermere.

Please read and review the rules and regulations for the event prior to completing this application

PLEASE INITIAL EACH STATEMENT & SIGN

_____ \$150 fee is due no later than one (1) week prior to each Windermere Food Truck event, and is payable by credit card (Visa, MasterCard, or Discover. American Express not accepted). Credit Card Authorization Forms can be obtained from Diane Edwards (dedwards@town.windermere.fl.us). Please notify Diane as soon as you cancel or change cards, and she will provide you with a new form. It is the sole responsibility of the vendor to provide accurate and current payment information: the Town of Windermere is not responsible for any overdraft or overage fees associated with the card on file.

_____ A copy of your Certificate of Liability Insurance with the Town of Windermere (614 Main Street, Windermere, FL 34786) listed as the Certificate Holder, Local Business Tax Receipt, and State of Florida Mobile Food Dispensing Vehicle License.

_____ Vendor is required to provide a trash can with a lid. Removal of trash and clean up in your area is required; even if it is not yours.

_____ Arrival time is 3:00pm. Set-up must wait until all trucks are in place. Trucks will stage in designated area prior to entering event space.

_____ Vendor is to provide their own power supply that will connect to the Town's electrical supply. All power cords that are in the service area must be secured to the ground to avoid accidents per Florida State Law. **The Town of Windermere does supply an adapter for \$100.**



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_____ Vendor must identify the amount of amperage needed to run the Truck during the event. **Please review the attachment for the appropriate plug and amp size. We also have a 20 amp that utilizes the standard 3 prong plug.**

_____ Vendor is required to hook up to the Town's electrical outlets. **No generators will be allowed.**

_____ Should a Vendor show up without the appropriate hookups or is unable to connect to the Town's power supply, they will be asked to leave the event, if prior to 4:30pm. Should this occur after 4:30pm, the Vendor will need to close down their Truck and not allow service. They will not be allowed to remove their Truck until after the event has ended.

_____ Service time is from 5:00pm until 9:30pm. NO EXCEPTIONS!

_____ Arrival time is 3:00pm. Set-up must wait until all trucks are in place. Trucks will stage in designated area prior to entering event space.

_____ Each truck should be prepared to serve approximately 250-300 people. Packing and cleaning up is permitted if you sell out prior to 9:30pm. Your truck must remain lit and accessible to optimize a professional look.

_____ Each vendor must collect 6.5% on all taxable sales.

_____ The Town of Windermere reserves the right to alter scheduled dates, rotations, Truck participation, and Truck availability based on cuisine, amperage, and conduct of participants.

_____ If your truck is scheduled for a Town of Windermere Food Truck Night event, and cannot attend for any reason, it is the vendor's responsibility to find a suitable replacement. The Event Manager, Mark Baratelli (mark@thedailycity.com 407-308-1417), will provide you with a contact list. This list can be used to send an all-call email to every approved Truck, requesting a replacement. When a replacement is found, the original Truck will call, text, or email Mark for final approval. The replacement Truck must be cleared by Mark (*some replacements may not be approved for various reasons, ex: If the replacement truck serves lobster, and another lobster truck is already scheduled, the replacement truck will not be approved*), **AND** must be a Windermere-approved truck.

_____ If a truck is scheduled for a Windermere Food Truck Night Event, and fails to show up, or does not find a suitable replacement, that truck forfeits their \$150 fee to the Town of Windermere.



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_____ Vendor shall indemnify and hold the Town of Windermere, its employees, agents, officials, and contractors, harmless from and against any and all claims; including, without limitation to, attorney's fees (whether incurred before during, or after trial, or upon appellate level) arising from the Vendor's participation in event.

_____ Each Truck is responsible for knowing and adhering to the rules set forth in this agreement. Parking is available on a first come-first serve basis. **NO PARKING IS ASSIGNED.**

The process after receiving an invite to a specific event date (**after being selected by the Selection Committee**) is as follows:

- Once your truck has been approved by the committee, Diane Edwards will contact you for any missing information such as liability insurance or Credit Card Authorization Forms.
- Truck Approval lists are updated monthly after each selection meeting and an availability sheet will be sent out to each new truck during the months of December, March, June, and September. Once the form is completed please return to Mark Baratelli via email.
- Schedules are created on a QUARTERLY basis (every three months). **Trucks can expect to be invited to an event zero to one event per quarter due to the high volume of trucks approved by the Town of Windermere Selection Committee.**

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS AS SET FORTH IN THIS APPLICATION TO PARTICIPATE IN THE WINDERMERE FOOD TRUCK ROUND-UP, AND I AGREE TO ALL STATEMENTS.

Applicant Name (Printed): _____

Applicant Signature: _____ Date: _____

Witness Name (Printed): _____

Witness Signature: _____ Date: _____