



April 1, 2024

Dear Vendor,

You're cordially invited to participate as a vendor at the upcoming ICC T-20 World Cup Matches at the Central Broward Regional Park on June 11th, 14th, 15th, and 16th.

To facilitate your application process, we've enclosed our vendor application form, along with the necessary paperwork and guidelines for becoming a vendor at Broward County Parks, as well as the state food inspection requirements.

To simplify the process, we'll be conducting three onsite registration sessions in collaboration with Broward County Parks. Please join us at Central Broward Regional Park on the following dates and times:

- Wednesday, April 10, 2024, from 5:00 pm to 7:00 pm
- Tuesday, April 16, 2024, from 9:00 am to 11:00 am
- Thursday, April 25, 2024, from 2:00 pm to 4:00 pm

Remember to bring your completed applications and all necessary documents. Additionally, we'll have an onsite notary available for your convenience.

Furthermore, please be prepared to provide passport-size photos and copies of driver's licenses or passports for all employees who will be working at the event. Kindly bring these documents to the meeting.

All applications must be submitted by April 30th. We appreciate your cooperation and eagerly anticipate your participation at one of our registration sessions.

Thank you, and we're excited to see you there! If you have any additional questions, please feel free to contact me.

Regards,

Caroline Rucker
Vendor Coordinator
P: 954.494.7596
E: wsevendor2022@gmail.com



NEW VENDOR AGREEMENT

This agreement made and entered into by and between Worldwide Sports Enterprise, LLC., a Florida Corporation (“Company”) and _____ (“Vendor”) whereby authorization has been given to Vendor (food, craft or exhibitor) who will provide all the applicable services listed below in Items 1 through 11 for the ICC and Cricket West Indies T20 World Cup Series on June 11th, 14th, 15th and 16th at Central Broward Regional Park & Cricket Stadium.

1. Provide a list of vendor offerings – food, crafts, exhibitors.
2. Must be registered with Broward County
3. Maintain a professional and respectable vendor attitude and profile.
4. By signing this Vendor Agreement, Vendor commits to the following:
 - Adherence to the applicable city, county and state rules, regulations, licenses, and laws.
 - Behavior consistent with professional businessmen and women.
 - Provision of proof of required insurance coverage.
 - Waiver of liability of the Company for any loss of any monies or product.
 - Forfeiture of all fees paid for not showing up for the event or any part of it.
 - Indemnification for the Company against possible loss, damage, or injuries.
 - Provide security and safe handling of their own equipment.
 - Provide a K- type fire extinguisher per tent.
 - Provide the assurance of the proper use of the tent, generator, etc.
 - Provide extension cord for use of generator.
 - Provide the necessary personnel to maintain a clean and orderly vendor site.
 - Assume responsibility for all the trash and garbage related to their vendor site.
 - Follow all instructions and directions from the Company.
 - Agree that Company has final decision-making authority for the event.
5. Vendor booth to be located in the following designated area: West Stand or Bleacher () or East Stand () or Bleacher
6. Provide proof of the necessary licenses to set up, display and sell their items in a professional manner.
7. Use only signage that meets with the requirements of the Company.
8. Completion of all vendor contracts and compliance to all applicable rules.
9. Provide continuous clean-up throughout the event and secure booth each night.
10. A responsible vendor must supervise booth activity from set-up to final clean-up stages.
11. Ensure that all areas in the park pertaining to his vendor activity are returned to the park without damage and completely cleaned.
12. Commit to taking all necessary steps within the law to ensure the successful and safe operation of your booth within the stadium.
13. ***Attend Mandatory Vendor Meeting where you will receive your credentials and parking passes.***
14. ***Mandatory Food Inspection on the day of Event by Florida Department of Health***



The Vendor fees by category are Food -- \$4,000, Snacks/Ice Cream -- \$2,500, Crafts -- \$2,500; Exhibitors -- \$2,500.

The fee is for all 4 matches only. We will not accept applications for individual matches.

Match times are as follows:

- June 11th – 7:30 pm
- June 14th – 10:30 am
- June 15th – 10:30 am
- June 16th – 10:30 am

Upon paying the appropriate fee and executing this contract, the Vendor will be allotted a tent (10' x 10'), a 8-foot table, light and 2 chairs.

Vendor/Company Name: _____

Type of Food Served: _____

Do you need electricity? _____ Florida Restaurant/Food Service License Number: _____

Address: _____

Phone: _____ Email: _____

Cash or Money Orders ONLY. Please make money orders payable to Worldwide Sports Enterprise, LLC.

VENDOR: _____

SIGNATURE: _____ DATE: _____

Worldwide Sports Enterprise, LLC

SIGNATURE: _____ DATE: _____



**Broward County Board of County Commissioners
Parks and Recreation Division**

SPECIAL EVENT VENDOR APPLICATION

Park Manager to submit completed application to:

Parks Operations
Special Event/Vendor Section

Event Name: _____

Event Location: _____

Event Date: _____

Allow five (5) business days for processing from date of receipt. Applications are for event only.

VENDOR OWNER INFORMATION

Company Name	
Doing Business As (DBA)	
Company Address	
City, State, Zip	
Contact Name	
Business Phone	
Cell Phone	
Fax	
Email	
Business Website	
Type of Business (check all that apply to your company, not to subcontractors)	<input type="checkbox"/> Animal Education <input type="checkbox"/> Bounce House / Inflatables <input type="checkbox"/> Caterer / Restaurant <input type="checkbox"/> Audio & Video <input type="checkbox"/> DJ / Performer / Entertainer <input type="checkbox"/> Food Truck <input type="checkbox"/> Photographer <input type="checkbox"/> Event Planner <input type="checkbox"/> Party Rentals - Tents / Tables / Chairs / Linens <input type="checkbox"/> Games <input type="checkbox"/> Mobile Game Truck <input type="checkbox"/> Florist / Decorations <input type="checkbox"/> Other: _____

SIGNATURE OF APPROVAL (COUNTY USE ONLY)

Director or Designee	(PRINT NAME)	(SIGNATURE)
DATE		

SECTION 1: INSURANCE/LICENSING/LOCAL BUSINESS TAX RECEIPTS

	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
1.A			Vendor is responsible for ensuring it has met all federal, state, and local requirements for operation of its business in the State of Florida and Broward County. Vendors operating on County park property are subject to review of pertinent licensing, certifications, and inspection reports. A Vendor found not to be in compliance with federal, state, and local business requirements will have its Registered Vendor status suspended until such time as it can demonstrate compliance.
1.B			<p>INSURANCE: Vendor must supply to the Division a copy of the Vendor's current Certificate of Insurance. Vendors will not be permitted to operate on County property with expired, suspended, or cancelled Certificates of Insurance. The Vendor's Certificate of Insurance must:</p> <ul style="list-style-type: none"> - Meet the current insurance requirements as determined by the Division and/or Broward County Risk Management Division. Current insurance requirements can be found at https://www.broward.org/Parks/vendors/Pages/Insurance-Requirements.aspx - Include liquor liability for the sale of alcoholic beverages , in addition to general liability coverage, when applicable. - Include endorsements from the insurance company's authorized representative identifying the types of amusement equipment, apparatus, or attractions insured under the policy, when applicable. - Include any additional requested coverage dependent on the services and products being offered. - <i>Include a copy of the Vendor's Workers' Compensation Insurance, as applicable pursuant to Florida Statute 440.055 for any employer with four or more employees</i>

SECTION 2: FDLE SEXUAL OFFENDER/PREDATOR CHECK

	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
2.A			Vendor must ensure that its employees, volunteers, and independent contractors are not listed on the FDLE Sexual Offender/Predator database, located at www.fdle.state.fl.us , or on the United States Department of Justice, National Sex Offender Public Website located at www.nsopw.gov . Submit Vendor Criminal Background Screening Affidavit.

SECTION 3: ADA COMPLIANCE

	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
3.A			For private rentals/events that are not open to the public or advertised to the general public, the Vendor will be responsible for providing modifications, accommodations, and auxiliary aids and/or services that may be requested by or necessary for itsguests/invited attendees.
3.B			For rentals/events that are open to the public, the Vendor shall comply with Title I andTitle II of the Americans with Disabilities Act (ADA) in the course of providing any services, programs, and/or activities regarding nondiscrimination on the basis of disability, and all applicable regulations, guidelines, and standards.

SECTION 4: SOUND LEVELS			
	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
4.A			All noise, music, and sounds must be kept to an acceptable level that does not jeopardize the public's health, welfare or safety, or degrade the quality of life of park users and the community. An acceptable level of noise, music, and sound will be determined by Park Management. NOTE: Not all parks allow amplified sound.

SECTION 5: "AS WAS" CONDITION			
	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
5.A			Vendor agrees to return the event site to the Division in "as was" condition. Vendor shall be responsible for repair or cost of repairs for damages to park property caused by the Vendor and/or its subcontractors before and during the party/event, and until fully vacated including, but not limited to, turf and vegetation, facilities, irrigation, electrical, and water.

SECTION 6: SUBCONTRACTING AND SOLICITING			
	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
6.A			Subcontracting permitted only to current Broward County Registered Vendors.
6.B			Vendor may not solicit wares or services to other park patrons on the day of the event.

SECTION 7: EVENT NOTIFICATION AND PARK ACCESS			
	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
7.A			Vendor must notify the respective park at least forty-eight (48) hours in advance of a party/event in person, or by phone or email, regarding which equipment, goods, and/or services they will be providing. The Park, in turn, will acknowledge approval by providing Vendor access pass(es) for the event date only . The park has the authority to refuse access to Vendors without a park access pass.
7.B			Equipment provided by Vendor is limited to single day events only, including setup and breakdown, unless previously approved in writing by Park Management.

SECTION 8: AUTHORIZED AMUSEMENT APPARATUS AND RIDES			
	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
8.A			<p>The following amusement apparatus and amusement rides are permitted within Broward County Parks and Recreation Division ("Division") sites.</p> <ul style="list-style-type: none"> • Bounce Houses/Inflatables up to 30 feet in height (Vendor to provide generator) • Climbing Wall • Reverse-Bungee Trampolines • Kiddie Rides - limit 3 per event, defined as an amusement ride designed primarily for use by patrons up to 12 years of age (Reference: Section 616.242, Florida Statutes, as may be amended from time to time). <p><u>NO WATER APPARATUS OF ANY KIND PERMITTED. NO MECHANICAL RIDES OF ANY KIND PERMITTED.</u></p> <p><u>NO CONTACT SPORTS OR CONTACT APPARATUS PERMITTED.</u></p> <p>Other apparatus may be prohibited at the discretion of the Division and are generally listed online at broward.org/Parks/vendors/Pages/Prohibited-Activities.aspx.</p>

8.C		<p>The Division reserves the right to prohibit or limit the number of amusement apparatus and/or amusement rides based on any reason including, but not limited to, location, space at pavilions, special events areas, and park, and may also limit the number of times per year events can be held at a particular park.</p> <p>The Division may designate the area(s) or location(s) where amusement apparatus and amusement rides are permitted.</p>
8.D		<p>Vendor is responsible for following manufacturer's guidelines with regard to weather, setup, operation, and safety.</p>
8.E		<p>Vendor shall <i>provide an attendant, 16 or older</i>, at <i>each</i> amusement apparatus and/or amusement ride. Attendant must:</p> <ul style="list-style-type: none"> - have valid photo identification; - wear a company identifiable shirt, hat, or tag; - be present and actively monitor and supervise use of the apparatus at all times; - be within 25 feet of the apparatus while in operation; and - be able to clearly communicate with patrons and park staff. <p>Apparatus must be shut down when attendant is on break or is not present for any reason. Under no circumstances may children be left unattended in an apparatus.</p>

SECTION 9: VENDOR ACKNOWLEDGEMENTS

	<u>Date</u>	<u>Vendor Initials</u>	
9.A			<p>Vendor acknowledges and grants to Broward County ("County") full permission for County to use photographs, videotapes, recordings, and any other record of the activity for any legitimate purpose whatsoever.</p> <p>Vendor acknowledges that County is making County park property available for use by Vendor as provided in the Registered Vendor Application, and County has not inspected the park property to be used for the purposes sought herein, and makes no representations or warranties as to the safety or suitability of the Vendor's use of park property, for the uses sought herein.</p> <p>Vendor acknowledges it has inspected the park property to be used for the purposes sought herein, and has determined it to be safe and suitable for such purposes, and agrees to notify the County of any issues or safety concerns following its inspection.</p> <p>Vendor acknowledges that any violation of the Broward County Code of Ordinances, Broward County Administrative Code, the Division's Customer Code of Conduct, or any other laws, ordinances, park rules and regulations, or written policies may result in the revocation of any authorization provided by County pursuant to this Registered Vendor Application to conduct business within any County park and/or individual suspension from park property.</p> <p>Vendor acknowledges the prohibited activities in parks which include, but are not limited to, water apparatus of any kind, mechanical rides, contact sport and/or apparatus, etc. A full list of prohibited activities can be found at https://www.broward.org/Parks/vendors/Pages/Prohibited-Activities.aspx. Other apparatus may be prohibited at the discretion of the Division.</p> <p>Vendor acknowledges that business operations within a County park is only in conjunction with a permitted party/event at a County park and/or facility rental.</p>

SECTION 10: RELEASE, INDEMNITY, AND WAIVER OF LIABILITY (VENDOR TO SIGN)

<p>10.A</p>	<p>I, on behalf of the Vendor, do hereby knowingly, freely, and voluntarily assume all liability for any damage or injury that may occur as a result of the Vendor's participation in event(s) to be held at a Broward County park(s), and agree to release, waive, discharge, and covenant not to sue Broward County, its current and former officers, agents, employees, and volunteers (collectively, the "Releasees") from any liability or claims for damage or injury that may be sustained by the Vendor, its officers, employees, or agents, or any third party directly or indirectly in conjunction with, or arising out of, the Vendor's use of any Broward County park(s) or participation in the event(s).</p> <p>I, on behalf of the Vendor, further agree to indemnify and hold harmless the Releasees from and against any and all causes of action, demands, claims, losses, liabilities and expenditures of any kind, including attorneys' fees, court costs, and expenses, including through the conclusion of any appellate proceedings, (collectively, a "Claim"), raised or asserted by any person, and caused or alleged to be caused, in whole or in part, by any intentional, reckless, or negligent act or omission of the Vendor, its current or former officers, employees, or agents, arising from, relating to, or in connection with the Vendor's use of any Broward County park(s) or participation in the event(s).</p>
<p>DATE</p>	<p>(PRINT NAME) (SIGNATURE)</p>



PARKS AND RECREATION DIVISION • Administrative Offices
950 N.W. 38th St. • Oakland Park, FL 33309-5982 • 954-357-8100 • TTY 954-537-2844 • FAX 954-357-5991

*Winner of the National Gold Medal Award for Excellence in Park and Recreation Management
Accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA)*

INSURANCE REQUIREMENTS FOR PARKS & RECREATION DIVISION **A Certificate of Insurance is acceptable as evidence of insurance.**

CERTIFICATE REQUIREMENTS:

1. Certificate must be signed by the insurance company's authorized representative.
2. **Certificate Holder** must be exactly: **Broward County**, 950 NW 38th St, Oakland Park, FL 33309.
3. Broward County must also be named as **Additional Insured**.
4. Business/Organization name and address of the insured must be on certificate and match name on permit/contract/agreement with County.
5. Producer (insurance agent) name and contact information should be listed.
6. Insurer(s) affording coverage must have an A.M. Best Rating of at least "A-" with Financial Size Category of at least Class VII and/or have authority from the Florida Office of Insurance Regulation to transact in Florida.
7. Brief description of operations and dates if usage will be restricted to a small set of dates.
8. 30 days written notice of cancellation is required (except 10 days for non-payment of premium).

COVERAGE REQUIREMENTS:

Type of Coverage	Minimum Coverage	Who it Applies To
General Liability	\$1,000,000	All*
Product Liability		Food / Item Vendors
Automobile Liability	\$500,000	All businesses using vehicles in the operation of duties on park property
Abuse / Molestation	\$500,000	Camp Groups (other than day trips)
Workers Compensation	Statutory Limits	All businesses with four or more employees

GOVERNMENTAL ENTITIES:

Governmental entities such as cities and counties may provide a self-insurance letter in lieu of a certificate of insurance.

SEND YOUR CERTIFICATE OF INSURANCE TO: ParksVendors@broward.org

If you have any questions, please call 954-357-8164 or email ParksVendors@broward.org.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Company Name Insurance Company Address	CONTACT NAME: Insurance Agent's Name	FAX (A/C, No):	
	PHONE (A/C, No, Ext): Insurance Agent's Phone Number	E-MAIL ADDRESS: Insurance Agent's Email Address	
INSURED Your Company Name Your Company Address	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Insurance Company Providing Coverage	12345	
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		ABC12345-67	04/23/2019	04/23/2020	EACH OCCURRENCE \$ Amount of Coverage
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Amount of Coverage
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						BODILY INJURY (Per person) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							WC STATUTORY LIMITS
							OTHER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is listed as additional insured with respects to General Liability.**(THIS IS A SAMPLE CERTIFICATE ONLY. BROWARD COUNTY MUST BE LISTED AS CERTIFICATE HOLDER AND ADDITIONAL INSURED.)****CERTIFICATE HOLDER****CANCELLATION**

Broward County 950 NW 38th St Oakland Park, FL 33309	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Insurance Agent's Signature



AFFIDAVIT OF CRIMINAL BACKGROUND SCREENING

COMPANY/ORGANIZATION NAME: _____ **DATE:** _____

COMPLETED AS:

Registered Vendor Special Event Vendor Advantage Marketing Other: _____

Permittee for: _____ on _____
Event Name Event Date

By signing this form, I am swearing or affirming that all individuals, including, but not limited to, employees, agents, volunteers, and independent contractors (collectively "Personnel") employed or retained by the above named company/organization to provide goods or services on park property are not listed on at least one of these databases:

Florida Department of Law Enforcement Sexual Offender/Predator database: www.fdle.state.fl.us
United States Department of Justice National Sex Offender Public Website: www.nsopw.gov

The information in this Affidavit is current and valid as of the date of completion. If additional Personnel are brought on to provide goods or services on park property, Affiant shall provide an updated Affidavit.

All Personnel providing goods or services on park property are listed below and identified by name, birthdate, and date checked using the databases above.

Name	Birthdate	Date Checked

(Use separate sheet of paper for additional names if necessary)

Signature of Affiant

State of Florida, County of Broward

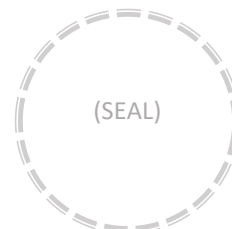
Signed and sworn or affirmed to me this ____ day of _____, 20 ____, by _____
(Name of Affiant)

My commission expires

SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

- [] Personally known to me, or
- [] Provided identification

Type of identification: _____
DO NOT INCLUDE LICENSE NUMBER



Temporary Food Service Events

A temporary food service event is an event (carnival, fair, or other celebration) of 30 days or less in duration where food is prepared, served, or sold to the general public and is advertised and recognized in the community. A temporary food service establishment or vendor is a participant at a temporary food service event.

We developed this guideline for temporary events from Chapters 61C-1 and 61C-4, Florida Administrative Code, and Chapter 509, Florida Statutes.

Licensing

A public food service establishment or other food vendor must obtain a license from the division for each temporary food service event in which it participates (unless exempted). Annual temporary event licenses are also available which allow participation in an unlimited number of temporary events. The division will inspect temporary events and license vendors onsite after completion of a satisfactory inspection. If minimum sanitation standards are not met, the food service operation will be discontinued until corrections are completed and verified by the division.

Sponsors of a temporary food service event must notify the division of the following items no less than three business days prior to the scheduled event.

- 1) Type of food service proposed,
- 2) Time and location of the event,
- 3) Complete list of food service vendor owners and operators participating, and
- 4) Current license number of each public food service establishment participating.

Notification: Event sponsors may complete notification requirements by telephone at 850.487.1395, emailing the division at thr.info@myfloridalicense.com, in person at the appropriate district office or in writing. A public food service establishment or food service vendor may not use this notification process to circumvent the license requirement.

The division keeps record of all notifications received for proposed temporary food service events and provides appropriate educational materials to the event sponsor.

Group License: The division may issue a group license to a vendor with multiple units serving a single non-time/temperature control for safety food (e.g., churros). All grouped units must serve the same food. Foods requiring additional preparation or handling are not eligible for group licensing. All qualifying units must be inspected in a single location.

Licensing Exemptions

Any food service establishments (fixed or mobile) operating under a current license from the division may operate one (1) free unit at a single temporary food service event of 1-30 days for each existing license. Food service establishments (fixed or mobile) permitted by the Department of Agriculture and Consumer Services (FDACS) or Florida Department of Health (DOH) may operate one free unit under their regular permit at temporary food service events of 1-3 days. For events of 4-30 days, fixed establishments must purchase a temporary food service event license.

Mobile food dispensing vehicles operating under a current permit from FDACS and DOH may operate under their regular permit at 4-30 day temporary food service events as long as the operation meets the requirements of their regular permit.

Temporary events operated on church or school property or any eating place operated by a nonprofit civic, fraternal or religious organization are exempt from licensing and inspection by the Division of Hotels and Restaurants.

Temporary events lasting 1 to 3 days, including food contests and cook-offs, which are hosted by a church or a religious, nonprofit fraternal, or nonprofit civic organization are exempt. Upon request by the division, the event host must provide the division documentation of its status as a church or a religious, nonprofit fraternal or nonprofit civic organization.

Vendors serving only popcorn, packaged foods or beverages that require no additional preparation are also exempt.

Fees

Temporary public food service establishments and vendors are required to pay the following license fees at the time of licensing:

1-3 day event	\$91
4-30 day event	\$105
Annual	\$456

The division does not accept cash payments for fees at temporary events. The division accepts cashier's checks, money orders or other certified payments.

Fire Safety

Fire Safety Code requires a portable fire extinguisher. Check with the local fire authority for specific requirements pertaining to the size, type or tagging of required fire extinguishers or other fire related requirements.

Personnel

Food service workers transmit most foodborne disease causing germs to foods. That is why it is so important for

employees to maintain high standards of personal health and cleanliness. All personnel must wash hands prior to beginning or returning to work after any break in food preparation activities, when putting on or changing gloves, or any time their hands become soiled.

Employees may not touch ready-to-eat (RTE) food with their bare hands unless there is a written Alternative Operating Procedure (AOP) available that has been approved by the division. Without an approved AOP, employees must use suitable utensils (e.g., deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment) when handling RTE food.

Smoking is prohibited in warewashing, food preparation and food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on hands or arms (except plain wedding bands). If worn, artificial and painted fingernails must be covered by intact gloves.

All personnel must be free of open sores and skin infections, respiratory infections, vomiting, diarrhea, jaundice and other communicable diseases.

Facilities

The specific requirements for the temporary event physical facility where food is prepared or handled are based on the length of the event, the type of food that is prepared or served, and the extent of food preparation conducted at the temporary facility. Minimum requirements may include:

- 1) Overhead protection if food is prepared or portioned or warewashing is done onsite.
- 2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain.
- 3) Walls and ceilings must be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination.
- 4) When time/temperature control for safety food is prepared at events of 4-30 days in length, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by:
 - a) 16 mesh to 1 inch screens;
 - b) Properly designed and installed air curtains; or
 - c) Other effective means.
- 5) A three-compartment sink is required within the temporary food service for washing, rinsing and sanitizing utensils and equipment. If this activity is

conducted at an approved, remotely located commissary or food service establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become soiled.

- 6) A handwashing facility is required. This facility may be a clean, portable container equipped with an on/off valve. Soap and single-service paper towels must be available for handwashing and hand drying.

Water

All food service operations that prepare or portion food on the premises must provide an adequate supply of potable water from an approved source for purposes of cleaning and employee handwashing. Municipal connections, holding tanks or portable containers are accepted means to provide an adequate supply.

Potable water must be stored, conveyed and transported in food-grade hoses/containers.

Solid and Liquid Waste

Operators must remove all garbage and rubbish from the premises often enough to prevent nuisance conditions and dispose solid waste properly in tight-fitting, covered containers.

Operators must dispose liquid waste in a public or other approved sewerage system.

Required Items

- Sanitizer (properly diluted, unscented bleach may be used)
- Probe thermometer
- Chemical test strips (for measuring sanitizer concentration)
- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or food service establishment
- Hair restraints
- Adequate supply of back-up utensils
- Adequate supply of potable water
- Soap and single-use paper towels
- Adequate equipment and facilities to maintain food at the proper temperatures
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food
- Consumer advisory if serving raw or undercooked animal foods

- If required by local fire authority, properly tagged and sized portable fire extinguisher

To Prevent Foodborne Illness

- Do not work with food, food equipment, utensils or single-service items if you are ill.
- Obtain foods from an approved source. Home prepared food or under the Cottage Food Law is not allowed.
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° Fahrenheit or above.
- Maintain cold foods at temperatures of 41° Fahrenheit or below.
- Cook intact meats (beef, pork, lamb, goat, etc.), seafood and eggs broken for immediate service to a minimum temperature of 145° Fahrenheit for at least 15 seconds.
- Cook mechanically tenderized/injected meats, comminuted meats (ground beef, gyros, and sausages) and eggs pooled or broken for later use to a minimum temperature of 155° Fahrenheit for at least 17 seconds.
- Cook chicken and other poultry to a minimum temperature of 165° Fahrenheit.
- Reheat cooked foods to a minimum temperature of 165° Fahrenheit within two hours for hot holding.
- Cool cooked/heated foods from 135° Fahrenheit to 70° Fahrenheit within 2 hours and from 135° Fahrenheit to 41° Fahrenheit within a total of 6 hours.
- Check food temperatures frequently with a probe type thermometer.
- Heat foods quickly and cool foods rapidly.
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water, as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).
- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products and equipment at least six inches off the ground.

When in doubt, throw it out!



Guide To Temporary Food Service Events

*For Florida's
Public Food Service
Establishments*



**Division of
Hotels and Restaurants**



www.MyFloridaLicense.com/DBPR/hotels-restaurants/



TEMPORARY EVENT CHECKLIST

Water, Plumbing and Waste

- Adequate water supply from an approved source provided
- Food-grade potable water hose/containers used to convey/transport water
- Access to a three-compartment sink, if not installed in unit, for washing and sanitizing utensils and equipment
- Sewage/wastewater disposed into approved sewerage system
- Covered garbage receptacle provided; garbage/trash removed timely

Hand Washing

- Handwashing facility provided (e.g., Igloo® cooler with on/off valve); bucket/catch basin provided
- Soap and disposable towels provided

Physical Facilities

- Overhead protection for all food equipment, food preparation and storage areas, and warewashing areas
- Dustless flooring graded to drain (concrete, machine-laid asphalt, wood chips, grass, gravel, etc.)
- Overhead protection and walls (if needed) must protect from weather and windblown dust/debris
- Ability to protect unit against the entrance of flying insects/other vermin at 4–30 day events

Food Safety

- All food prepared onsite and/or obtained from an approved source (food prepared under the Cottage Food Law is not permitted; food may not be stored or prepared at a private residence)
- Employees experiencing symptoms of foodborne illness (vomiting, diarrhea, jaundice) not permitted to work
- Time/temperature control for safety (TSC) food held hot maintained at 135°F or hotter
- Cold TCS food maintained at 41°F or colder
- TCS food cooked and reheated for hot holding to the proper temperature
- TCS food cooled from 135°F to 70°F within 2 hours and 135°F to 41°F within a total of 6 hours
- TCS food cooled from ambient temperature to 41°F within 4 hours
- Thermometers in all hot and cold holding units
- Probe type thermometer available for operator's use to check food temperatures
- Ready-to-eat food protected against cross contamination from raw animal foods
- No bare hand contact with ready-to-eat food
- Displayed food protected against customer contamination (e.g., sneezeguard, packaging, etc.)
- Food stored at least 6 inches off floor/ground

General

- Adequate supply of spare utensils provided if three-compartment sink is remotely located
- Single-service items protected
- Sanitizer and test kit provided if chemical sanitization/wiping cloths utilized
- Portable fire extinguisher (if heat-producing or hot holding equipment present)
- Copy of current DBPR public foodservice license, if applicable (1–30 day events)
- Department of Agriculture and Consumer Services (FDACS) food service permit, if applicable (1–3 day events)
- Original FDACS permit letter and decal for MFDV, if applicable (1–30 day events)
- Cashier's check or money order for license fee (1-3 day event \$91; 4-30 day event \$105; annual \$456)
- Owner's Social Security number (required), federal tax identification number (FEIN), and sales tax number for license application