



## 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 the July 4th event on July 4, 2026, from 5pm - 10pm at the Ocala/Vets Memorial Park and Wrigley Field.

**DEADLINE TO SUBMIT FORMS: June 01, 2026**

**Payment is to be in the form of cash, check or money order, payable to Marion County BCC**

**Cost for space is \$100 for Food Trucks or \$75 for a table. ONLY COCA COLA PRODUCTS ARE ALLOWED**

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 out to Marion County Board of County Commissioners;
8. Return completed application with check to: Procurement Services 2631 SE Third Street, Ocala, FL 34471

**Business Name:**

**Contact Name:**

**Driver License #:**

**Mailing Address:**

**Phone:**

**Cell Phone:**

**Email Address:**

**Size of food truck or stand:**

List your preferred location:

If your preferred location is not available, what is your second choice:

What type of food/beverage do you wish to sell: (Detailed information to be filled out on attached form)





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#### FOOD TRUCK VENDOR WILL:

- ✓ Set-up is **mandatory** on **Saturday Morning** beginning at 9am and ending at 2pm. All participants are required to be on-site by 2pm on Saturday. Additional details regarding Friday evening access will be provided. Please note that late arrival may result in forfeiture of your application fee.
- ✓ Food items need to be available by 5pm. Breakdown and removal of food truck must start no earlier than 9:30 pm
- ✓ 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 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.
- ✓ 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 trucks have 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.
- ✓ Plastic gloves shall be worn by all people handling food. No contact with money shall be allowed by persons handling food.
- ✓ All appropriate Fire Extinguisher equipment must be on site at your booth for the entire period of event.
- ✓ Vendor will remove all trash in immediate food area during set up and breakdown. Trash receptacles in food area cannot be used for discarding food, grease or other waste materials. Garbage dumpsters are provided for your use. No trash is allowed to be left in food area after breakdown.



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- ✓ Responsible for collecting and reporting all Florida sales tax.
- ✓ Vendor applications/agreements must be completed and submitted along with all required information for review and approval. Once approved, a site plan with assigned areas will be provided prior to the event.
- ✓ Vendors must provide their own power source to participate.

I AGREE to this.

I Do not agree to this requirement.

- ✓ Please note that if you do not agree to this condition, you may not be able to participate.
- ✓ Please note when you bring your own electrical cords and must ensure that these cords are no shorter than 100 foot in total length (1 – 100' chord or 2 – 50' chords), 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.

**Any questions should be directed to Mauria Young or Susan Olsen 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:

Signature:

Date:

Printed Name:

Title: