

## **Policy: Mobile Food Suppliers/Food Trucks:**

Mobile Food Suppliers (aka food trucks, carts, etc.) are allowed on campus on a limited basis and only with prior approval by the Director of Food & Beverage Services, under the following circumstances:

- As part of the food services program as determined by the Director of Food & Beverage Services
- For special events with advance approval
  - Note: Mobile Food supplier(s) can be utilized to support an event, but the food supplier(s) cannot be “the event”.

### **Request procedure: for Campus Event Planners**

- (a) The Mobile Food Supplier request must be included as part of the Event Permit Request and must be requested at a minimum of 14 days before the event date. Any request made less than 14 days before the event date, may not utilize a Mobile Food Supplier for their event. See [\[link\]](#) for event guidelines and request procedures.
- (b) Approval/Denial of request for a Mobile Food Supplier will be based on overall event approval, the location requested for the supplier, and whether the vendor operation will be disruptive to normal campus functions. See [\[link\]](#) for a map of approved locations where a Mobile Food Supplier can be utilized. Locations not on the approved map may not be approved for your event.
- (c) A COVID-19 Safety Plan for food service must be submitted by event planner, (which must be included in the initial event safety plan as part of the Event Permit Request). The COVID-19 Safety Plan must be approved in advance by the Director of Food & Beverage Services. Please see [\[https://businessservices.ufl.edu/catering\]](https://businessservices.ufl.edu/catering) for more information regarding COVID-19 safety planning.

### **Upon approval, the following guidelines shall be adhered to:**

- (a) The Mobile Food supplier must be on the UF approved list of Mobile Food suppliers. Mobile Food Suppliers on the approved list are pre-screened based on minimum standards to operate on campus, including but not limited to, a valid business license, current board of health certificate, and proof of minimum insurance requirements.
- (b) A supplier may not sell directly to individual guests but must be paid for the use of their mobile service solution. Each supplier may have a minimum sales figure requirement to come to campus. Reach out to the Office of Business Services at 352-392-0306 for specific minimums for any providers. The University will deduct an administrative fee of 3% of any sales/fees generated at the event, before paying the supplier.
- (c) An “Event Permit” to be displayed prominently for each supplier will be provided in order to verify approval to be on campus.
- (d) Mobile Food Supplier must obey all UF traffic and parking guidelines while on campus. Exact location for trucks will be specified by the university.

- (e) Suppliers will be able to serve only during specified (approved) event times. Supplier may only serve preapproved menu items during the event, and may not sell or serve ancillary products such as bottled sauces, clothing items, etc.
- (f) Supplier must understand, agree to, and follow the university's exclusivity agreements related to the university's beverage/pouring rights contract.
- (g) Supplier must follow UF sustainability policies and utilize compostable serving ware when possible.
- (h) Food must be prepared and served from inside the mobile unit. Cooking and/or serving outside the unit and from tents/kiosks is not allowed without prior approval.
- (i) Vendors must remove their generated trash/food waste/used cooking oils produced from the event. Event sponsor must also provide an event-generated trash removal plan.
- (j) It is the responsibility of the supplier to leave their designated vendor site in the same condition as they found the site upon arrival.
- (k) suppliers are not allowed to advertise their location or the campus event on their social media page or by other means ahead of or during the event. Day of event signage is limited to menu related signage and marketing. Vendor will ensure that any signage does not affect the safety or flow of guests.
- (l) Suppliers are not allowed to play amplified music or similar noise at the event location and while on campus.
- (m) Noncompliance with guidelines by Mobile Food Suppliers may result in immediate and/or future loss of vendor's privilege to provide service on campus.

\_\_\_\_\_ I acknowledge and agree to abide by the policies stated in this document.

Signed \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_