



# Food Truck Vendor Application

Charlotte County Airport Authority (CCAA)  
Punta Gorda Airport (PGD)



## Application Process

1. Agree to all GUIDELINES and CONDITIONS.
2. Complete online application (CCAA will respond to application within 5 business days).
3. If application is accepted, provide REQUIRED DOCUMENTATION.
4. Provide PAYMENT.
5. Arrange with CCAA personnel to schedule service dates/times.
6. Pick up your PERMIT TAG(s) at CCAA Admin Office before your first service.

*The Charlotte County Airport Authority (The Authority) reserves the right to reject any potential vendor during the Vendor Application Process, without explicit cause at the absolute discretion of the Authority. The Authority may open or close the application process at any time based on the supply/demand of already-approved vendors and customers, at its sole discretion. The Authority reserves the right to update this Vendor Application Process and associated documentation at any time.*

## Required Documentation

Copy of BOTH:

- Business license or decal (FL Dept. of Business & Professional Regulation, Division of Hotels & Restaurants)
- Certificate of Liability Insurance with "Charlotte County Airport Authority" as Additional Insured

Copy of EITHER/OR (one of these):

- Food Establishment Permit (FL Dept. of Ag & Consumer Services)
- Food Sanitation Certificate (FL Dept. of Health)
- Food Safety Certificate (Nat'l Registry of Food Safety Professionals or FL Restaurant & Lodging Assn.)

### E-mail to

[Vendor@FlyPGD.com](mailto:Vendor@FlyPGD.com)

### Mail to

CCAA  
ATTN: Marketing  
28000 A-1 Airport Road  
Punta Gorda, FL 33982

### Drop-off

Bring to the CCAA Administration office located at:  
8079 Golf Course Blvd  
Punta Gorda, FL 33982  
(M-F from 8 a.m. to 4:30 p.m.)

## Payment

- Annual fee (FY 10/1/19 – 9/30/20) of \$100.00 per vehicle
- Hanging Permit Tag of \$20.00 per vehicle

The Authority accepts all forms of payment. Please make checks payable to "CCAA".

### Online Payment

Email [Vendor@FlyPGD.com](mailto:Vendor@FlyPGD.com) to request online payment instructions.

### Mail to

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## Guidelines

### SCHEDULING

- The Authority will work with approved Vendors to accommodate requested serving times to the best of their ability.
- The Authority will work to schedule approved Vendors at least once per month, and up to four times per month if there is desire and availability.
- Generally, one Food Truck will be operating at a time during the hours of 11 a.m. and 9 p.m., however, a dessert truck may be scheduled at the same time as a Food Truck that does not offer extensive dessert options.
- If you need to adjust scheduled times, please email [Vendor@FlyPGD.com](mailto:Vendor@FlyPGD.com) to update online listings.

### PROMOTION

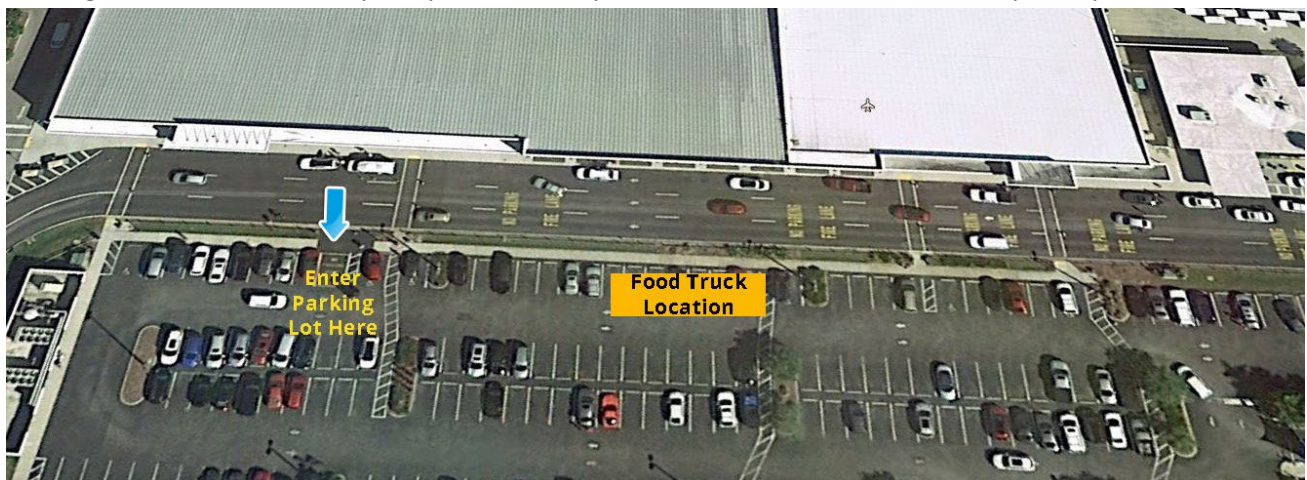
- Once approved, CCAA will market your Food Truck visit on PGD's [Facebook](#), [Website](#) and [BUZZ](#) blog/e-news.
- Vendors are encouraged to market their visit and provide additional graphics, photos and menus to CCAA ahead of time to help promotion.
- CCAA encourages discounts for on-airport employees. Please e-mail any special offers to [Vendor@FlyPGD.com](mailto:Vendor@FlyPGD.com) 1-2 days ahead of time to ensure proper employee promotion.

### SETUP

- Food Trucks will be staged in the short-term parking lot across from the Bailey Terminal.
- CCAA will reserve up to 5 spots for your setup.
- No power is available. Vendors must bring their own generator.
- In addition to cash, vendors must accept major credit cards and/or debit cards.

### DAY OF

- Call 941-815-1018 one (1) hour prior to your arrival to allow on-duty terminal personnel to block off the area.
- Drive your truck up to the front of the terminal and stay in the left lane. Look for personnel in a neon yellow shirt/vest. **DO NOT enter via the short-term entrance gate that passengers use.**
- Once you are waved in by a member of personnel, turn left into the parking lot just north of the yellow rectangle below. This is a temporary entrance so personnel will need to lower the rope for you to drive in.





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## CONDITIONS

Vendor agrees to comply with the following conditions. Violation of any condition is grounds for immediate revocation of this access and Permit Tag.

- Vendor agrees to keep its setup, including truck, trailer, signage, generator, etc., as neat and tidy as possible.
- Vendor agrees to display the Permit Tag hanging from the driver's rearview mirror when operating at PGD.
- Food Truck shall not sell anything other than food and beverages, including but not necessarily limited to alcohol or merchandise.
- If the airport receives 3 or more complaints against the vendor, their Permit Tag may be revoked at the discretion of the airport.
- This is for a revocable permit. The Permit Tag may be revoked or otherwise terminated without notice and with or without cause at the absolute discretion of the CCAA.
- Each vendor is responsible for ensuring that its representatives are aware of and comply with all CCAA rules.
- Each truck will be operated in accordance with the laws of the State of Florida, Charlotte County Ordinances, and all rules, regulations, ordinances, resolutions, and directives of the CCAA or its authorized representatives.
- No person on the grounds of race, color, age, religion, sex, national origin, or handicap will be excluded from participation in or denied the use or benefits or otherwise be subjected to discrimination.
- Vendor will comply with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, as may be amended.
- **Limitation of Liability.** In no event shall The CCAA its affiliates, officers, employees, agents, representatives, successors, or assignees be liable to the Vendor and/or its affiliates and/or respective managers, members, officers, employees, agents, representatives or customers (collectively "The CCAA") for any loss, liability, theft, damage, claim or demand, including, but not limited to, theft or damage to Food Truck's property, furnishings, equipment and merchandise that Vendor may incur arising out of Vendor's operations at PGD, whether caused by the negligence of CCAA or otherwise. The CCAA shall not carry insurance covering any such property theft, loss or damage and Vendor shall be solely responsible to carry its own insurance or otherwise accept the risk of any such theft, loss or damage. In furtherance of the foregoing, in no event shall the CCAA be liable for any consequential, special, indirect, incidental, or punitive damages, costs, expenses or losses (including without limitation lost profits, loss of business, anticipatory profits and opportunity costs).
- **Video and Photography Release.** Food Truck hereby grants to The CCAA the irrevocable and unlimited right and permission to use photographs and/or video recordings of the Food Truck on each of PGD's social media and other internet properties, publications, promotional flyers, marketing materials, derivative works, or for any other similar purpose without compensation or permission from Food Truck. Food Truck hereby releases, acquits and forever discharges the CCAA from any and all claims, demands, rights, promises, damages, and/or liabilities arising out of or in connection with the use or distribution of said photographs and/or video recordings, including but not limited to any claims for invasion of privacy, appropriation, likeness, or defamation. Food Truck hereby warrants that Food Truck and each of its employees and subcontractors is eighteen (18) years of age or older.