



# 2025 Public Works Road-E-O Food Vendor Application

February 1, 2025

10:00 a.m. to 2:00 p.m.

Department of Public Works

The City reserves the right to select the types of food and merchandise to be sold to minimize duplication. Priority will be given to those that apply first. Approval of vendor application does not guarantee exclusivity of a particular food item or type of merchandise to be sold at the event. Vendors deemed inappropriate for this event will be declined.

Contact Name:  Business/Organization:

Address:

City:  State:  Zip:

Phone Number:  Email:

Department of Health License Attached  Yes  No

**Please Read Carefully:**

1. Food vendors must provide a copy of their Department of Health license. Menu and prices must be clearly displayed at event.
2. All trailers/tents/equipment must be contained within the vendor space.
3. All vendors are responsible for their own set up and equipment and must adhere to specified load-in and load-out requirements and times.
4. Vendor fees are non-refundable and non-transferable.
5. All vendors must comply with the vendor requirements and guidelines.
6. Incomplete applications will not be accepted.

DPBR License #

*Food vendor must provide certificate of insurance naming City of North Port as additionally insured.*

**\$100.00**  **Fire Extinguisher** Required  **Generator**

Description of Business/Organization, product/services, or Items for sale:

Do you have any special requirements/needs?

If yes, describe

The Public Work's Road-E-O will take place rain or shine.

**LOCATION:** The Road-E-O will be held at the City of North Port Department of Public Works, 1100 N. Chamberlain Blvd.

**CHECK IN, SET UP & PARKING:** Vendor check-in begins at 8:00 a.m. Booths must be set up no later than 9:30 a.m. You will receive your booth space assignment at least one week prior to the event. For safety reasons, all vendor vehicles must be removed from the festival area by 9:30 a.m. Reserved vendor parking will be marked on site.

**ROAD-E-O HOURS:** The event hours are from 10:00 a.m. to 2:00 p.m. **All booths are required to remain intact during that timeframe.** You will be allowed to shut down your booth during event hours if necessary, however, no vendors will be permitted to breakdown and physically leave the event area prior to the 2:00 p.m. closing time. Due to safety concerns, vehicle access to the event area will remain closed during the 10:00 a.m. to 2:00 p.m. timeframe. Vendors may retrieve their vehicles at the conclusion of the event once the crowds have exited and the "all clear" signal has been given by event staff.

**SPACES:** Booth space is normally 10' x 10' each and is uncovered - please bring your own tents, tables, chairs, canopies, generators, extension cords, etc. **VENDORS ARE RESPONSIBLE FOR THEIR OWN SET UP AND EQUIPMENT.** NOTE: Any possible tripping hazards must be covered.

**TENTS:** Vendor owned tents or canopies must conform to the booth space. Construction of the booth and displays must be able to withstand inclement weather and crowd activity. Tents and canopies must be manufactured of flame-retard. Each leg must be weighed down in some form or another. Leg weights are essential due to the location of this event. It is strongly recommended that all tents be 10' x 10' or smaller.

**VENDOR ETIQUETTE:** Vendor displays must remain in their assigned spaces. Loud yelling from the booth area and solicitation of sales or distribution of information outside of the booth area is not permitted. Vendors must arrange their booths to not interfere or obstruct view of other booths. Please place any trash/debris in your vendor area in the trash containers provided or secure in plastic bags.

**FOOD VENDORS:** Food vendors will be permitted to sell the menu items listed on this form and serve drink products (excluding alcoholic beverages). There may be some restriction on menu items to control duplicate items. Vendors must comply with safety standards set by The City of North Port. NOTE: Food vendors are requested to place non-flammable protection under their cooking element(s). Non-profits, please contact the Department of Health at 941-861-3330 for your temporary food license. For profits, please call the Department of Business and Professional Regulations at 850-487-1395. A copy of the license must be present on site for review during inspection by the Fire Marshal.

**FIRE & LIFE SAFETY REQUIREMENTS:** All vendors must comply with safety standards as established by the City of North Port.

**ALCOHOL/SMOKING:** Alcohol use and Smoking are prohibited in the vendor area.

**SAFETY:** Safety is important to all Road-E-O participants. **Make sure your generator is in good working condition and must have a fence around it and open flame cooking under your tent is prohibited.** Vendor spaces will be inspected by the Fire Marshall for compliance. Please note the City of North Port is not liable or responsible for the failure of vendor compliance with these requirements. Fees will not be refunded if a vendor fails an inspection. All vendors must meet the requirements outlined in the attached Fire & Life Safety Requirements Memo.

**CANCELLATION/NO-SHOWS:** Fees paid by approved vendors are non-refundable.

**NON-COMPLIANCE WITH EVENT RULES & REGULATIONS AND SAFETY REQUIREMENT MAY RESULT IN REMOVAL FROM THE ROAD-E-O EVENT. BY SIGNING BELOW, I UNDERSTAND & ACCEPT THE RULES & REGULATIONS ON THIS APPLICATION.**

**APPLICATION SUBMITTED & AGREEMENT ACCEPTED BY**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Applicant/Organization:** \_\_\_\_\_

**Please return this form with payment to:  
City of North Port Public Works, c/o Road-E-O  
1100 North Chamberlain Blvd., North Port FL 34286**

**Please make checks payable to the City of North Port.**