



**Application for Mobile Food Vendor Permit**

Type of Mobile Vending Unit (check one box only):  Unrestricted (open food)  Restricted (pre-packaged foods)

Mobile Vending Unit Name: \_\_\_\_\_

Mobile Vending Unit Owner's Name: \_\_\_\_\_

Additional Responsible Party (If applicable): \_\_\_\_\_

Owners Address: \_\_\_\_\_  
Address City State Zip Code

Email Address: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Business Website URL (if applicable): \_\_\_\_\_

Unit Type:  Motor  Trailer  Push Cart

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_ VIN: \_\_\_\_\_

Name of Central Preparation Facility (CPF): \_\_\_\_\_

\_\_\_\_\_ Address City State Zip Code

Phone: \_\_\_\_\_ Owner / Responsible Party's Name: \_\_\_\_\_

**Proposed Vending Days and Times:**

Monday \_\_\_\_\_  
Tuesday \_\_\_\_\_  
Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_  
Friday \_\_\_\_\_

Note: TAMUK Campus Hours: Monday – Friday, 7:30 am – 5:00 pm

**Documents Required with Submission:**

- 1. Copy of Insurance per Policy
- 2. Copy of Texas Sales and Use Tax Permit
- 3. Copy of Kleberg County Public Health Department Permit
- 4. Menu with description of food

\_\_\_\_\_  
Owner / Responsible Party's Signature Printed Name Date

**Submission of this Application for Mobile Food Vendor Permit is acceptance to the attached Food Truck Policy.**

Below this line for Texas A&M System University-Kingsville Campus Employee use only

\_\_\_\_\_  
TAMUK Approver Signature Printed Name/Title Date

Application may require up to five (5) business days for processing. Food trucks of any type may not operate on TAMUK Campus until permit is approved by signature above. You may submit the required documentation in person, by mail, or email to: Texas A&M University-Kingsville, Procurement Services, 955 University Blvd College Hall 121, Kingsville, TX 78363; or to: [procurement@tamuk.edu](mailto:procurement@tamuk.edu) for electronic submission.



## THE TEXAS A&M UNIVERSITY-KINGSVILLE CAMPUS FOOD TRUCK POLICY

In the interest of maintaining a variety of quality food options in a safe environment, The Texas A&M University-Kingsville Procurement Services Department will provide oversight and management of the mobile food truck program. Food trucks shall include the types listed on the Application for Mobile Food Vendor Permit.

### General Policy

1. All food trucks are required to complete an Application for Mobile Food Vendor Permit.
2. All food trucks are required to provide proof of Commercial General Liability, Worker's Compensation Liability, and Automobile Liability Insurance coverage at the time of permit application with limits as specified by TAMUK including an additional endorsement that names the appropriate as additional insured parties. See Exhibit A for specifics on The Texas A&M University System Insurance Requirements.
3. All food trucks must be inspected and permitted by Kleberg County Public Health District and have mobile food vending permits from the City of Kingsville if required by the city. Proof of inspections and permits must be provided at the time of permit application.
4. A copy of the vendor's current and valid Texas Sales and Use Tax Permit must be provided. The provided permit must be registered under the mobile vending unit owner's name or under the business name of the mobile vending operation.
5. All food trucks are to maintain insurance coverage and keep permits up to date. Any food trucks with expired or lack of insurance coverage as noted in Exhibit A shall be deemed non-eligible to participate in the Food Truck program and will not be allowed on campus until a current and accepted proof of coverage is received. Expired permits will result in non-eligibility to participate in the program as well.
6. All food trucks must have all equipment contained within or on the mobile unit at all times and must be properly enclosed.
7. Food trucks must remove all trash and litter when they leave campus; trash cannot be dumped into TAMUK trash receptacles.
8. All food trucks (motor and trailer type) shall park and operate in the designated food truck areas with the permit prominently displayed. Push cart type units may only be located in facilities and areas allowed by TAMUK Operations Office.
9. Food trucks must be staffed appropriately.
10. Food trucks should have the ability to accept various forms of payment for food products.
11. Food trucks must prevent the disposal of any materials, including rinse or wash water, any spilled materials or any waste into streets, gutters, storm drains, or creeks.
12. Food trucks will not be allowed to play music during semesters when classes are held.
13. Food trucks must maintain a state of mobile readiness at all times.
14. Preferred minimum hours of operation are from 11:00 am – 3:00 pm, Monday – Friday.
15. Food trucks may only sell food and beverages; no other goods, wares, or other items may be sold.
16. Food trucks may not sell alcoholic beverages.

17. Food trucks will only be allowed to advertise on the truck itself.
18. Food trucks must obey all applicable parking, traffic and vehicle safety laws, regulations, and restrictions.
19. The Mobile Food Vendor Permit is only valid for the academic year in which it is approved. A new Permit is required with each new year beginning September 1.
20. The Mobile Food Vendor will provide their current menu and update, as amended, for TAMUK advertising of their services.
21. The Mobile Food Vendor will allow for TAMUK to advertise them on TAMUK's website including any logos, trademarks, and copyrights (i.e. Menus).



## Exhibit A

Vendor shall obtain and maintain, for the duration of this Agreement or longer, the minimum insurance coverage set forth below. With the exception of Professional Liability (E&O), all coverage shall be written on an occurrence basis. All coverage shall be underwritten by companies authorized to do business in the State of Texas or eligible surplus lines insurers operating in accordance with the Texas Insurance Code and have a financial strength rating of A- or better and a financial strength rating of VII or better as measured by A.M. Best Company or otherwise acceptable to A&M System. By requiring such minimum insurance, the Owner shall not be deemed or construed to have assessed the risk that may be applicable to Vendor under this Agreement. Vendor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. Vendor is not relieved of any liability or other obligations assumed pursuant to this Agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. No policy will be canceled without unconditional written notice to A&M System at least ten days before the effective date of the cancellation.

### Insurance Requirements:

<u>Coverage</u>	<u>Limit</u>
• Worker's Compensation Statutory Benefits (Coverage A) Employers Liability (Coverage B)	Statutory \$1,000,000 Each Accident \$1,000,000 Disease/Employee \$1,000,000 Disease/Policy Limit
• Automobile Liability Owned Vehicles Non-owned Vehicles Hired Vehicles	\$1,000,000 \$1,000,000 \$1,000,000
• Commercial General Liability Each Occurrence Limit General Aggregate Limit Products / Completed Operations Personal / Advertising Injury Damage to rented Premises Medical Payments	\$1,000,000 \$2,000,000 \$1,000,000 \$1,000,000 \$300,000 \$5,000

### Additional Endorsements:

The Auto and Commercial General Liability Policies shall name the Texas A&M University System Board of Regents for and on behalf of The Texas A&M University System.

The required commercial general liability policy will be issued on a form that insures Vendor's or its subcontractors' liability for bodily injury (including death), property damage, personal and advertising injury assumed under the terms of this Agreement