

SUBJECT: VENDORS SELLING ON LIBRARY PROPERTY

EFFECTIVE: FEBRUARY 01, 2017

1. PURPOSE:

- A. The Tampa-Hillsborough County Public Library (THPL) allows vendors to sell items on library property in conjunction with library sponsored events in accordance with [BOCC Policy – Section Number: 08.01.00.01](#).

2. POLICY:

A. Vendor Guidelines:

- 1) The policy is primarily intended for food truck vendors. Approved vendors will be allowed to sell food, homemade craft items, and items from their local business. Illegal substances and alcoholic beverages are prohibited.
- 2) All vendors must be 18 years or older. Family members of County employees and volunteers shall not operate as vendors on library property.
- 3) Vendors will only be used for large scale, special library events.
- 4) Vendors must be present for the entire duration of the library event.
- 5) All vendors must possess necessary permits or certificates for those items requiring such and comply with all state, federal, and local laws regarding vending and labeling of merchandise. Contact the [Florida Department of Business & Professional Regulation](#) for regulations.
- 6) It is the vendor's sole responsibility to ensure that, if necessary, proper sales tax is applied and appropriate permits are obtained.
- 7) The Vendor's cart, stand, supplies, and other equipment are at the Vendor's sole risk for theft, damage, or loss from any cause.
- 8) The Tampa-Hillsborough County Public Library shall be held harmless from any claims or causes of action for liability in any way arising out of our direct or indirect connection with the use of such space by the vendor or the vendors' activities for the sale or distribution of products.
- 9) The library reserves the right to refuse vendors at any time for any reason.
- 10) Libraries should not schedule more vendors than anticipated audience participation.
- 11) Friends of the Library chapters are exempt from vendor requirements.

B. Food Trucks & Carts:

- 1) *Tampa Bay Food Truck Rally* is the preferred food truck agency and should be used for library events requiring a food truck.
- 2) The John F. Germany Public Library cannot have food trucks on site due to street closure ordinances.
- 3) Vendor carts may not exceed the dimensions of 6' in width (including overhangs and counters) by 10' in length (including any hitches) and 8' in height (as measured from the ground to the highest point on the cart.) Coolers, boxes, and incidental items must be confined to the cart and may not be placed on the ground. Carts towed on site by another vehicle may not remain attached to the vehicle during operating hours.
- 4) Food truck vendors shall be responsible for the cleanliness of their assigned display areas and for all waste removal. Vendors are specifically prohibited from dumping waste anywhere, including, but not limited to, library trash receptacles, storm sewers, planters, etc. The library will provide trash receptacles for customers to discard disposal flatware, plates, napkins, etc.
- 5) Fuel or water will not be supplied for food truck vending operations.
- 6) Food truck vendors will be given an assigned location.

C. Cancellation Notification:

- 1) Vendors must immediately notify the library if they have to cancel for any reason. No refunds will be issued.
- 2) If a vendor cancels twice they will be removed as an approved vendor.

3. PROCEDURE:

A. Vendor Selection & Fees:

- 1) Vendors will need to submit a completed vendor application packet at least six weeks in advance to LibraryProgramming@hillsboroughcounty.org.
 - a) Applications for food truck and carts must be accompanied by 8' x 10' color photographs of the cart (front and side views) with a statement indicating the size of the cart based upon the above description.
 - b) Vendor applications only need to be completed once by the vendor, not for every library event in which they participate.
 - c) Only vendors selling items related to the library event will be selected. Vendors with like products will be considered but will be limited depending on product offering and space availability.
- 2) If a vendor is approved, library staff will notify the Learning Experiences Department, who will then enter the vendor information into the Approved Vendor Spreadsheet.

- 3) Once a Vendor Application is approved, payment of \$50 per day will be due along with any outstanding paperwork.
- 4) A vendor position will not be reserved until payment is received.
- 5) Payment of fees can be processed by cash or check in person at the library hosting the event.
- 6) All fees must be paid 30 days before the date of the event. All payments are nonrefundable.

B. Supplies and Staging:

- 1) The Library will provide one table and two chairs for stall vendors.
- 2) It is the responsibility of the vendor to provide cash registers or cash boxes. The library cannot make change and library staff cannot assist with monetary transactions.
- 3) Vendors are permitted to display signage, decoration, display equipment, and proper City, County, State, and Federal Licenses necessary to do business.
- 4) Electricity may be provided by the library if available and requested in advance.
- 5) Playing of any music by the vendor is not permitted unless previously arranged with library staff.
- 6) Display or sale of obscene, illegal, or unsafe merchandise is prohibited, as determined by library staff.
- 7) Animal treats must be labeled as such.

C. Set-Up and Take-Down

- 1) Library staff will notify vendors before the event when they can arrive to set up their stalls and when their stalls must be cleaned up.
- 2) Vendors will be notified prior to the event about where to park.
- 3) Vendors must not block the library entrance or emergency exits.
- 4) Vendors will be directed to their table space as soon as they have checked in with designated staff.
- 5) Vendors may begin set-up after checking in with library staff.
- 6) Vendor sales must take place only within the assigned area designated by library staff.
- 7) Any early set-up or late take-downs must be arranged prior to the day of the event.
- 8) Vendors must leave their table space empty, picked up, and free of all trash.
- 9) Any items not removed by the designated closing time will be discarded.

4. AUTHORITY:

Pursuant to Section 5(1) of [Chapter 84-443](#), Laws of Florida, the Library Board has the duty and the responsibility, among others, to serve in a recommending capacity to the Director of Library Services and to the County Administrator in respect to all matters pertaining to the public library.

Approved:

Andrew Breidenbaugh, Director