



Dear Prospective James Weldon Johnson Park Food Truck Vendor,

Thank you for your interest in James Weldon Johnson Park! Friends of JWJ Park coordinates weekday programming, including live music and food trucks, for park guests and visitors each day. Our weekend events attract thousands of guests to Jacksonville's most historic public space.

To get started, please take the time to read through our JWJ Park Vendor Application and Brochure. Here, you will find a portion to fill out and sign, as well as general rules and expectations for JWJ Park vendors, and information about the documentation necessary to become one of our active vendors.

All vendors must be approved by Friends of James Weldon Johnson Park (FOJWJP). Applications will be examined and approved based on information provided by the applicant. Upon approval, you will receive a confirmation email with additional instructions.

We look forward to working with you in James Weldon Johnson Park!

Sincerely,  
FOJWJP Event Staff



## FOOD TRUCK CONSIDERATION

Each vendor must submit three (3) photos of different food items, a copy of their menu with prices, and a photo of their setup or truck. Your menu must be available to customers with items and pricing clearly displayed.

## RULES & REGULATIONS

All vendors must be approved by Friends of James Weldon Johnson Park (FOJWJP). We intend to limit duplication of goods beyond what event attendance can support. Vendors under the age of 18 must be accompanied by a parent or legal guardian.

JWJ Park Ambassadors are on site to assist vendors with parking and for general troubleshooting. **It is their job to ensure JWJ Park and those within its perimeter comply with all FOJWJP regulations as well as COJ ordinances. Please follow their advice and directions. Verbal abuse and/or profanity of any kind will not be tolerated.**

## PAYMENTS

Prior to attendance, you will receive an invoice via email from Square that can be paid online.

In the case of JWJ Park's daily lunch, vendor fees are \$35.00/day. Invoices for daily lunch are to be paid by the 21st of each month **at the very latest**.

Vendor fees for special events will vary depending upon anticipated event attendance. A payment schedule, including final due date, will be communicated for each event.

Should your account hold two unpaid invoices, your account will be forwarded to a collections agency, and you will be removed from all upcoming events and further scheduling will cease.

**All fees are non-refundable, unless the event is cancelled by FOJWJP.**



## SETUP & BREAKDOWN

A load in window will be provided to you prior to attendance.

Vehicles (except for food trucks) are not permitted to stay in James Weldon Johnson Park for the duration of any event, including daily lunch. Vehicles may be in the park for load-in, **but vehicles must unhook from food trailers and park.**

Vendors are responsible for supplying their own setup including extension cords for power hook up. There are standard 110V/20 AMP outlets throughout the park, as well as three 30 AMP and three 50 AMP outlets. Vendors are responsible for coming prepared with their own supplies, including extension cords and adapters for power hook up, as FOJWJP does not provide them.

Please use generators as a last resort. **If FOJWJP determines your generator is too loud, we may restrict your involvement in future events.**

For evening events, battery-operated lighting is recommended.

Please keep your space clean. Vendors are responsible for cleaning up their vendor space, including all litter and setup materials.

**Keep in mind yard signs are not permitted in the park.**



## WEATHER

**FOJWJP's events are rain or shine.** In the case of adverse weather, it is up to each vendor's discretion whether to stay or not. Please be prepared to protect yourself and your products from the elements.

FOJWJP will cancel an event only if threatening weather is imminent. **Unless the event is cancelled by FOJWJP, refunds will not be made.**

## PARKING

A temporary FOJWJP-issued parking permit is required for parking during daily lunch and will be provided to you by Park Ambassadors upon arrival. Vendors may use parking **within the striped area on Monroe Street between Hogan and Laura Streets**. Parking spots in this area are first come, first served; because parking is limited, we allow a maximum of one car per vendor.

On-street meters are free after 6:00pm and on the weekends during special events. A convenient location to park is the Duval Street Parking Garage on the corner of Main and Duval Streets near MOCA Jacksonville. For more information on parking in Downtown Jacksonville, visit <https://dtjax.com/parking-and-transit/>.

**Parking is not permitted along the sidewalks of JWJ Park and/or otherwise in areas marked "No Parking."** If parked illegally, you are at the risk of receiving a parking ticket or being towed **at your own expense.**



## GENERAL LIABILITY REQUIREMENTS

Food vendors must supply the appropriate licenses and insurance to sell in James Weldon Johnson Park per COJ per Ordinance Section 770, 772, 250. 103(c) as stated on the COJ website. **Valid and up to date** copies of the following documents must be provided:

- Certificate of Insurance (COI)
- Valid and up to date Mobile License Decal
- Valid and up to date Department and Professional Business Regulations (DBPR) License OR Annual Food Permit from the Department of Agriculture
- Up to date Local Business Tax Receipt
- Proof of JFRD Fire Inspection

Insurance carrier(s) must meet AM Best A-VII Rating

Commercial General Liability Insurance:

- (No more restrictive than ISO Form CG0001 including property damage, personal injury, products/comp. ops. agg., premises operations and blanket contractual liability)
- \$1,000,000 Each Occurrence
- \$1,000,000 Products & Completed Ops Aggregate
- \$1,000,000 Personal Injury and Advertising
- \$2,000,000 General Aggregate

**Certificate of Insurance (COI) MUST list:**

- Certificate Holder: Friends of the Park, Inc. DBA Friends of James Weldon Johnson Park and City of Jacksonville
- Mailing Address: 214 N Hogan Street, Suite 114 Jacksonville, FL 32202

**Description of Operations Box MUST include:**

- Organization or Company Name
- List Event Name and Date
- The following statement, listed word for word:

**"Friends of the Park, Inc d/b/a Friends of James Weldon Johnson Park, the City of Jacksonville, its members, officials, officers, employees and agents are named as additional insureds. Coverage is Primary and Non-Contributor"**

# VENDOR APPLICATION

## Applicant Information

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Business Name

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Primary Contact Name

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Email

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Primary Contact Phone Number

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Primary Address

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City/State/Zip

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Social Media (Facebook / Instagram / TikTok / X etc.)

Vendors who do not abide by rules and regulations may be banned from future events at JWJ Park. Falsification and/or misrepresentations in completing this application may result in rate adjustment or revocation of Vendor Permit.

**I UNDERSTAND THAT CHANGES TO ANY PROVSIONS OF THE VENDOR APPLICATION REQUIRE IMMEDIATE WRITTEN NOTIFICATION TO FRIENDS OF JAMES WELDON JOHNSON PARK. I HAVE READ AND UNDERSTAND FRIENDS OF JAMES WELDON JOHNSON PARK'S VENDOR RULES AND REGULATIONS.**

## RELEASE OF LIABILITY

The undersigned hereby agrees to the terms of the Friends of James Weldon Johnson Park (FOJWJP) Vendor Rules and Regulations, a copy of which is attached hereto and made part hereof. The undersigned also agrees to discharge, release and hold harmless FOJWJP, the City of Jacksonville, and all sponsoring organizations from any and all manner of action, suits, damages or claims arising from any loss or damages or claims, to person or property of the undersigned. This contract is non-cancelable and non-transferable. Approval and assignment of space at James Weldon Johnson Park is solely at the discretion of FOJWJP. FOJWJP has my permission to publish photographs or videos taken of me, my booth and my artwork/goods during the event, past or future.

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Signature of Vendor or Authorized Representative

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Date

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Printed Name of Vendor or Authorized Representative

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Date

Approval, denial or inclusion of restrictions and/or special conditions of Vendor Is at the sole discretion of Friends of James Weldon Johnson Park.

Return page 6 of completed Vendor Application to:  
214 N. Hogan Street, Suite 114, Jacksonville, FL 32202  
Or via email to: [Mariah@JWJPark.org](mailto:Mariah@JWJPark.org)