City of St. Petersburg
City Council
Co-Sponsored Events Committee

Wednesday, August 30, 2017, 3:30PM
City Hall Room 100

Committee Members
Lisa Wheeler-Bowman
Charlie Gerdes
Jim Kennedy
Ed Montanari
Steve Kornell (Alternate)

Agenda

I. Call to Order

II. Approval of one (1) event for FY 17
   a. requesting waiver of the late fee

III. Approval of two (2) events for FY 18
   a. requesting waiver of the late fee

IV. Adjournment
City of St. Petersburg
Co-Sponsored Events
Event Listing

<table>
<thead>
<tr>
<th>Event #</th>
<th>Event Name</th>
<th>1st Year</th>
<th>Event Dates</th>
<th>Liquor Letter</th>
<th>Event Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>99</td>
<td>St Pete Asian Festival</td>
<td>YES</td>
<td>9/15/2017</td>
<td>NO</td>
<td>Albert Whitted Park</td>
</tr>
<tr>
<td>66</td>
<td>Food Truck Rallys - Monthly</td>
<td>YES</td>
<td>3rd Friday of the Month</td>
<td>NO</td>
<td>Albert Whitted Park</td>
</tr>
<tr>
<td>67</td>
<td>Walk for Apraxia</td>
<td>NO</td>
<td>10/29/2017</td>
<td>NO</td>
<td>Flora Wylie Park</td>
</tr>
</tbody>
</table>
Event Title: St. Pete Asian Lantern Festival
Entity Name: Gulf to Bay Food Truck Association
Phone No.: 609-672-8276
Fax No.: 727-667-7001

Event Date(s): 9/15/2017
Location: Albert Whitted Park

Day 1 of Event: 9/15/2017  Time Gates Open: 6pm  Ending Time: 10pm
Day 2 of Event:  
Day 3 of Event:  

Application Prepared by: Beata Browne
Title: Treasurer
Address: 8201 37th Avenue N
City: St. Petersburg
State: FL
Zip: 33710
Email Address: gulftobayfta@gmail.com

Additional Contact Person: Maggie Loflin
Day Phone: 727-667-7001

What month/year were you incorporated as nonprofit? 01/27/2014
List all 501(c)3 entities that will benefit from this event. Gulf to Bay Food Truck Association

Describe how this event will contribute to the quality of life in and enhance the image of St. Petersburg.
Food truck events always bring a great sense of community as well as fun. They bring many different types of people all together for an evening of fun and food. St. Pete already has a great image of being on the cutting edge and more "in tune" to what the public seeks and this just helps add to the repertoire of that image.

Describe what economic benefit and impact this event will bring to St. Petersburg.
Benefits include creating a wonderful free community event for all ages to enjoy. We also will be utilizing small businesses in the St. Pete area including but not limited to, local ice company, local alcohol delivery, local table and chair rental company and more. We employ city staff (police and parks and rec) which brings additional revenue to the city workers. We will have at least half of the food trucks who are from St. Pete, as well as additional staff hired for the day to work the event local to the St. Pete area. We are the epitome of eat local. Some attendees may not be from St. Pete but may come just for the occasion of participating in the event and may then filter out and go into other businesses in the area, to continue celebrating all things local, so it will help with additional revenue to all the surrounding businesses.

Each co-sponsored entity must possess liability insurance naming the City of St. Petersburg as an additional insured and secure said insurance in the amount determined by the City.

Does your group presently have liability insurance? ☑ YES ☐ NO
How much?

Are there plans to sell or distribute beer/wine at your event?
☑ YES ☐ NO

Will there be an admission / registration fee? ☑ YES ☐ NO
Advanced Fee: Day of:

Please provide the website address for your event. FB: https://www.facebook.com/events/1858715594391995/?

Please provide a phone number that can be advertised to the public. 813-720-7060

What is the estimated attendance for this event? Spectators 5000  Participants 100  Last Year's Total Attendance NA
Please check the equipment and/or facilities you are requesting.

**Recreation Equipment**
- Showmobile (Yes/No) [ ]
- # Bleacher(s) needed. Each bleacher approx. 180 people [10]
- Tables (6 ft) # needed [10]
- Chairs # needed [50]
- Public Address System
  - # of portable risers needed (4 in. x 8 in. x 16 in. sections)

**Special Events Facilities**
- Non-City Locations
  - [ ] Mahaffey Theater
  - [ ] Coliseum
  - [ ] Sunken Gardens
  - [ ] Boyd Hill

**Which Location?**

The following departments may provide and charge for additional services. You will be provided cost estimates in your Co-sponsored Agreement.

POLICE: Public Safety Personnel, Marine Services

TRAFFIC: Personnel, Equipment (cones, barricades, no parking signs)

FIRE: Paramedics, Inspectors

PARKS SERVICES: Cleanup Personnel, Dumpster(s), Trash Receptacles, Event Site Preparation and Restoration

RECREATION SERVICES: On-site Presence, Logistics Help, Liaison with Other Departments

**Note:** The City does not provide tents, Port-O-Lets, or large quantities of tables and chairs.

I certify that the event will be open to all citizens and that individuals will not be barred from participation due to race, creed, color, national origin, sex, age, or physical impairment. I understand that a financial report of the event is due in the Parks and Recreation office within 30 days of the completion of the event. I also understand that the City is to be shown as a co-sponsor on any promotional materials produced for the event. I agree to obtain the required liability insurance and to secure all necessary city/county/state permits/licenses. I further certify that the facts contained in this application are accurate.

**Name:** Beata Browne
**Title:** Treasurer
**Date:** 8/23/17

**Co-Sign:** Maggie Loflin
**Title:** President
**Date:** 8/23/17

**NOTE:**

a. **If person/entity preparing this application is not representing a nonprofit entity, the application must be co-signed by someone from a sponsoring nonprofit entity. A copy of the sponsoring entity's 501(c)3 designation must accompany this application.**

b. **If your entity has outstanding financial obligations with any department within the City of St. Petersburg, your application will not be processed until debt is paid.**

c. **Applications lacking information or the required completed appendixes listed below will not be processed.**

PLEASE ATTACH THE FOLLOWING

1. Route map for parade, run, walk, and/or bike event.
2. Site map of event and detail schedule of each day's events including open and close times.
3. Complete Appendix B and Appendix C.
4. Check for $30.00 for co-sponsored application processing (non-refundable).
5. Check for park permit fee. See Appendix A for fee structure.
6. A copy of 501(c)3 designation (if applicable)

FOR FURTHER INFORMATION, PLEASE CALL LYNN GORDON, PARKS & RECREATION MANAGER,
727-893-7766 or EMAIL: StPeteEvents@stpete.org
Review and check all conditions which apply to this event: Note the corresponding obligation for each condition.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Invited</td>
<td>General Liability Insurance</td>
</tr>
<tr>
<td>Located in Park</td>
<td>Park Permit</td>
</tr>
<tr>
<td>Vending Product / Merchandise Sales</td>
<td>Occupational License</td>
</tr>
<tr>
<td>Vending Food / Beverage</td>
<td>Health Inspection</td>
</tr>
<tr>
<td>Vendors / Exhibitors</td>
<td></td>
</tr>
<tr>
<td>Vending Beer / Wine</td>
<td>Alcohol Permit Additional insurance Required</td>
</tr>
<tr>
<td>Erecting Tents - Larger than 10ft x 12ft</td>
<td>Temporary Structure Permit</td>
</tr>
<tr>
<td>Fence Installation</td>
<td>Temporary Structure Permit</td>
</tr>
<tr>
<td>Other Structures</td>
<td>Temporary Structure Permit</td>
</tr>
<tr>
<td>Open Flame Food Preparation</td>
<td>Fire Inspection Permit</td>
</tr>
<tr>
<td>Pyrotechnics</td>
<td>Fireworks Permit</td>
</tr>
<tr>
<td>Require Street Closure</td>
<td>Parade or Street Closure Permit(s)</td>
</tr>
<tr>
<td>VIP Area</td>
<td></td>
</tr>
<tr>
<td>Staging</td>
<td>Professional</td>
</tr>
<tr>
<td>Amplified Sound</td>
<td>Showmobile</td>
</tr>
<tr>
<td>Security</td>
<td>Other</td>
</tr>
<tr>
<td>Professional</td>
<td>Performers</td>
</tr>
<tr>
<td>Security</td>
<td>Announcement Only</td>
</tr>
<tr>
<td>Sanitary Facilities - Port-O-Lets</td>
<td>Daytime - Private</td>
</tr>
<tr>
<td>Off-site Parking / Shuttle</td>
<td>Overnight - Private</td>
</tr>
<tr>
<td>Semitruck / Tractor Trailer</td>
<td>☒ Event Time Frame - SPPD</td>
</tr>
<tr>
<td>Marketing: Please check all that apply.</td>
<td></td>
</tr>
<tr>
<td>Invitations</td>
<td>Radio</td>
</tr>
<tr>
<td>Posters / Flyers</td>
<td>Television</td>
</tr>
<tr>
<td>Newspaper / Internet</td>
<td>Remote Broadcast</td>
</tr>
</tbody>
</table>

City logo should be used in any promotional materials, posters, flyers, ads, website, public service announcements, and press releases.
Electrical Requirements:

Does your event require any power needs using more than the standard 110/20amp located in the parks? ☐ YES ☒ NO

If YES, check all that apply. ☐ RV's ☐ Coffee Vendors ☐ Ice Bins ☐ Freezers ☐ Ice Cream Vendors ☐ Catering Trucks ☐ Other:

Please explain the details of the above items checked. Tell us how much and what type of power they would require.

Will you supply your own generators? ☒ YES ☐ NO

Will your event have a licensed electrician on-site during the event? ☐ YES ☐ NO If YES, who?

Will your event be requesting any variances from City policies or procedures? If YES, please explain.

If City permits, licenses, or services are required for event, who will pay for them?

Name: Gulf to Bay Food Truck Association Phone: 813-720-7060

Address (including zip): 8201 37th Avenue N, St. Petersburg, 33710

Type of music, # of stages, and # of bands.

Live Band, one stage

List Vending Products. Name & Provider.

NA

For Use of Beer/Wine - Please provide name, address and phone number of the sponsoring 501(c)3 or catering company.

We will carry our own liquor license for the event.

Explain subject/purpose of all speeches/demonstrations which will occur.

NA

Discuss your load in/load out parking needs, include times and dates.

We will need parking for the attendees on 9/15/17 Friday. We will need to have the park area block off as early as possible, on the day of the event until the crowds disperse at the end of the event at 10pm.
I represent and warrant that the purpose of the proposed activity/event and conduct of the sponsor(s) and the participants shall conform to all requirements of law and all ordinances of the State of Florida, Pinellas County, and the City of St. Petersburg including, but not limited to, City noise ordinances and Parks and Recreation Department Policies and Procedures. I acknowledge that failure to observe such laws, ordinances, or policies and procedures will result in an immediate cancellation of the event and all permits.

WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE PARKS AND RECREATION DEPARTMENT POLICIES AND PROCEDURES PERTAINING TO THE USE OF PARKS AND THE PARK RULES SET FORTH IN ARTICLE II, CHAPTER 21, OF THE ST. PETERSBURG CITY CODE, INCLUDING BUT NOT LIMITED TO THE INDEMNIFICATION AND INSPECTION OBLIGATIONS ASSUMED BY ME AND THE PERSON OR ENTITY ON Whose BEHALF THIS APPLICATION IS BEING MADE.

I certify that the facts contained in this application are accurate.

Name: Beata Browne
Title: Treasurer
Date: 8/23/17
Appendix A

Co-Sponsored Event Park Fee Structure

* Events in Vinoy Park will be assessed $300.00 per event day (e.g., 1 day event = $300.00, 2 days = $600.00, 3 days or more = $900.00.) This includes the $30.00 park permit fee.

* Events in any other park will be assessed $200.00 per event day (e.g., 1 day event = $200.00, 2 days = $400.00, 3 or more days = $600.00). This includes the $30.00 park permit fee.

* The above fees will be due at the time you submit your application plus the $30.00 co-sponsored application fee.

* All co-sponsored event applications must be submitted at least 6 months prior to the event.

* Any application for a co-sponsored event submitted inside the six (6) month time frame will be assessed a non-refundable $1,200.00 late fee.

* The City requires payment in advance for all City services estimated and/or provided for first time events and one of a kind nonrecurring events.

* Payment will be required at least ten (10) business days prior to the start of the event and shall be in the form of cash, certified check, or an irrevocable bank letter of credit.

* All first time entities requesting events will be required to complete a credit application.
Appendix B
President or CEO
Responsible Party Information

Please complete the information below for each responsible party.

Name of the Nonprofit Corporation: Gulf to Bay Food Truck Association

Name of Responsible Party (President or CEO ONLY): Maggie Loflin

Title of Responsible Party: President

Physical Address of Responsible Party: 8201 37th Avenue N, St. Petersburg, FL 33710

Phone Number of Responsible Party: 813-720-8060

Email Address of Responsible Party: igulfobayfta@gmail.com

Nonprofit (Employee Identification Number): 46-4784426

Name of the For-profit Corporation: 

Name of Responsible Party (President or CEO ONLY): 

Title of Responsible Party: 

Physical Address of Responsible Party: 

Phone Number of Responsible Party: 

Email Address of Responsible Party: 

For-profit (Employee Identification Number) 

Please include a copy of the current IRS Nonprofit Affidavit / For Profit
### APPENDIX C
STATEMENT OF REVENUE AND EXPENSES FORM
PRIOR YEAR'S EVENT
(Must be completed)

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>St. Pete Asian Lantern Festival</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of Event:</td>
<td>6/15/17</td>
</tr>
</tbody>
</table>

### I. REVENUE SOURCES (attach sheet if more space is needed)

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>NA</td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL GROSS REVENUE**

### II. EXPENSES (attach sheet if more space is needed)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL OPERATING EXPENSES**

**TOTAL NET INCOME**

### III. ALLOCATION OF NET INCOME (attach sheet if more space is needed)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ALLOCATION OF NET INCOME**

Prepared by: Beata Browne  
Date: 8/20/17
CERTIFICATE OF LIABILITY INSURANCE

GULFT-5

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFRS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Fairchild, Addison & McKone
P.O. Box 1030
Brandon, FL 33509-1030
Fairchild, Addison & McKone

CONTACT NAME: Fairchild, Addison and McKone
PHONE (AC, No. Ext): 813-681-4893
FAX (AC, No. Ext): 813-685-8610

INSURER(S) AFFORDING COVERAGE
NAC #
Southern-Owners Ins 10190

INSURED
Gulf to Bay Food Truck Assoc.
8201 37th Avenue North
Saint Petersburg, FL 33710-1025

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

<table>
<thead>
<tr>
<th>INSURER</th>
<th>TYPE OF INSURANCE</th>
<th>ADDL SUBTOTAL WOV</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
<th>POLICY EXP (MM/DD/YYYY)</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>GENERAL LIABILITY</td>
<td></td>
<td>X 20984321</td>
<td>05/02/2017</td>
<td>05/02/2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EACH OCCURRENCE</td>
<td>$1,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DAMAGE TO TENDED</td>
<td>$300,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PREMISES (EA occurrence)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MED EXP (Any one person)</td>
<td>$10,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PERSONAL &amp; ADV INJURY</td>
<td>$1,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GENERAL AGGREGATE</td>
<td>$2,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PRODUCTS - COMP/OP AGG</td>
<td>$2,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>AUTOMOBILE LIABILITY</td>
<td></td>
<td>X 20984321</td>
<td>05/02/2017</td>
<td>05/02/2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EACH OCCURRENCE</td>
<td>$5,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AGGREGATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</td>
<td>N/A</td>
<td>N/A</td>
<td>05/02/2017</td>
<td>05/02/2018</td>
<td>1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E.L. EACH ACCIDENT</td>
<td>$500,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E.L. DISEASE - EA EMPLOYEE</td>
<td>$1,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E.L. DISEASE - POLICY LIMIT</td>
<td>$1,000,000</td>
<td></td>
</tr>
</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101: Additional Remarks Schedule, if more space is required)

Professional And Trade Associations
Certificate Holder is an Additional Insured in regards to General Liability coverage as required.

CERTIFICATE HOLDER
City of St. Petersburg
One 4th St N
St Petersburg, FL 33701

CANCELLATION
CITYS12

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Fairchild, Addison & McKone

© 1988-2010 ACORD CORPORATION. All rights reserved.
**Exempt Organizations Select Check**

990-N (e-Postcard) Filer Information

**Tax Period:**
2015 (02/01/2015 - 01/31/2016)

**Employer Identification Number (EIN):**
46-4784426

**Legal Name:**
GULF TO BAY FOOD TRUCK ASSOCIATION INC

**Mailing Address:**
5450 Bruce B Downs Blvd 227
Wesley Chapel, FL 33544
United States

**Doing Business As:**

**Gross receipts not greater than:**
$50,000

**Organization has terminated:**
No

**Principal Officer's Name and Address:**
Amy Laffey
5450 Bruce B Downs Blvd 227
Wesley Chapel, FL 33544
United States

**Website URL:**
www.gulf2bayfta.org

**Related 990-N (ePostcard) Filings:**

If the organization has filed additional Forms 990-N (e-Postcards), link(s) to additional e-Postcard filings are displayed below. Click on the link(s) to see the information included in those filing(s).

Tax Year 2014
Detail by Entity Name

Florida Not For Profit Corporation
GULF TO BAY FOOD TRUCK ASSOCIATION INC.

Filing Information

Document Number: N14000001027
FEI/EIN Number: 46-4784426
Date Filed: 01/27/2014
State: FL
Status: ACTIVE

Principal Address
8201 37th Ave N
St Petersburg, FL 33710

Changed: 01/10/2017

Mailing Address
8201 37th Ave N
St Petersburg, FL 33710

Changed: 01/10/2017

Registered Agent Name & Address
Dolan, Andrew D
8201 37th Ave N
St Petersburg, FL 33710

Name Changed: 01/10/2017
Address Changed: 01/10/2017

Officer/Director Detail

Name & Address

Title V

LOFLIN, MARGARET R
7101 BURLINGTON AVE N
ST. PETERSBURG, FL 33710

Title Treasurer

Dolan, Andrew
GULF TO BAY FOOD TRUCK ASSOCIATION INC.
BEATA BROWNE
8201 37TH AVE N
ST PETERSBURG FL 33710 USA

Purpose of Use: ST PETE ASIAN LANTERN FESTIVAL
Expected: 4,000
Co-Sponsored Event Contract Balance $230.00

Conditions of Use: Insurance Required

Other Information:
- Use of beer and wine: Yes
- Use of fencing: Yes
- Use of liquor: No

Date(s) and Time(s) of Use:
Starting: Thu 14 Sep 17 06:00 am
Ending: Sat 16 Sep 17 12:00 pm

Facility/Equipment

<table>
<thead>
<tr>
<th>Facility/Equipment</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Extra Fee</th>
<th>Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert Whitted Park</td>
<td>Thu</td>
<td>14 Sep 17</td>
<td>06:00 AM</td>
<td>$0.00</td>
<td>$200.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Park</td>
<td>16 Sep 17</td>
<td>12:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Fees:

- Extra Fee - Bookings
  - Co-Sponsored Park Permit Fee
    - Hours: 54:00
    - Quantity: 1
    - Charge: $200.00
    - Tax: $0.00
    - Total: $200.00

Charges:

<table>
<thead>
<tr>
<th>Fees</th>
<th>Extra Fees</th>
<th>Tax</th>
<th>Total</th>
<th>Deposit</th>
<th>Total Applied</th>
<th>Contract Balance</th>
<th>Account Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$230.00</td>
<td>$0.00</td>
<td>$230.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$230.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Rental charges are due according to the following schedule:

Date: Thursday, Aug 31, 2017
Amount: $230.00

Additional Notes:

I have read this Agreement and agree to comply with the terms and conditions set forth in this Agreement. I also understand this Agreement is not final until approved and executed by the Parks and Recreation Superintendent or designee.

By (Sign Name) BEATA BROWNE
GULF TO BAY FOOD TRUCK ASSOCIATION INC.
Name of User Organization, If Applicable

CITY OF ST. PETERSBURG, FLORIDA

By (Sign Name): Parks and Recreation Superintendent
(Print Name) Parks and Recreation Department
The Americans with Disabilities Act (A.D.A.) guarantees equal opportunity for people with disabilities. Special accommodation requests such as sign language interpreters, taped or Braille materials, assistive listening devices, etc., should be made at least one week prior to the activity or program. Individuals using TTD devices, please contact us using the Florida Relay Service at 800-955-8771.
Rally Around Town Food Trucks – From Concept to Today

- Began with a concept on the Pier approach in 2014 with Gulf to Bay Food Truck Association
  3-4 trucks monthly, 50-150 attendees, held approximately 8 rallies at the Pier approach
- Zoning had just developed rules prohibiting food trucks in the downtown core:
  Basic area was: 5th Ave N to 5th Ave S, waterfront to 18th St/I275
- Pending demolition of the Pier resulted in full closure of the pier approach necessitating the need to locate a new venue
- April 2015, 1st Rally Around Town Food Trucks held at the Port of St Pete

Goals in moving the rallies to the Port of St Pete:

- attract people to the port,
- create awareness of the coming Marine Exploration Center,
- create awareness of the ongoing marine research district,
- showcase Coast Guard sector St Pete operations,
- visiting marine research vessels

- Began with 4-5 food trucks, approx. 100 attendees, gradually added more trucks
- Continued for the next couple months, suspend rallies during summer and USFSP break
- Resumed in the fall, were they experienced a number of rain out events
- During the fall of 2016 GTBFTA board makes strategic commitment to Rally Around Town
- 2017 events have been themed, increased marketing efforts, resulting in attendance showing continuous growth
- Today the Rally Around Town event has demonstrated repeated attendance exceeding 2,000 attendees, to the most recent event August 18th, estimated to be 4,000 attendees with 22 trucks, live band, DJ, sponsors
- It is estimated that over 20,000 people have visited Port of St Pete during the food truck rallies exposing them to the port and the forthcoming Marine Exploration Center
- GTBFTA manages the food truck vendors and works on a rotating schedule with them to expose these small businesses to greater opportunities
- With this demonstrated “proof of concept” and increased attendance in both people and food truck vendors, sponsors, and guest experiences, we believe the Port of St Pete location can no longer safely support the Rally Around Town Food Truck event
- It is recommended that the event be relocated to Albert Whitted Park and supported through the Co-Sponsored Process for future events beginning, September 15th, 2017
Upcoming Events
Thanks Tony.

Looking forward to learning, later this week, of the new venue for the Food Truck Rallies.

Best Regards,
Walt
X7820

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

Walt,

I agree on your assessment and success of the event at the port, topping it off with over 20,000 visitors to the port.

Today, I have begun the process of securing a larger space for the increased attendance coming to the monthly food truck around town rally events. Attendance has now continued to increase over the past three months confirming the proof of concept, the public wants to attend a monthly food truck rally in St Petersburg.

I will advise later this week on progress to secure a venue more suitable for the growth in size of the event.

Thank you and to your staff who have worked many hours to make the port available for the both the food trucks and the public that have attended.

TONY LENO
Manager Event Recruitment and Management
City Development Administration
City of St Petersburg, City Hall
P.O. Box 2842
St. Petersburg, FL 33731
Good Morning Tony:

Attached photos show the crowds at the Port for the August 18, 2017, food truck rally (one shot is of Lot #1 at the west end of the Port and the other is of the wharf (both captured at about 8:03 PM, 8/18/17).

Just following up on our discussion near the end of the Port Food Truck Rally on Friday, August 18, 2017. You advised that the venue is no longer large enough to accommodate the crowds and you said it should move in September 2017, to a larger venue (i.e. Albert Whitted Park).

The Port Food Truck Rally attendance on Friday (8/18/17) was estimated at approximately 3,500. It far exceeded last month, which was estimated at 3,000. The Food Truck Association, based upon social media response already, estimates that the September 2017 Rally will be even bigger -- simply overwhelming to know that we have actualized and far exceeded our hoped for goal (Community Engagement & Awareness) of bringing citizens and visitors to the Port for greater utilization of the Port, to learn about what we do at the Port (i.e. tours of vessels at the Port), to learn about the forthcoming Marine Exploration Center (which sets up a booth every month) and promote economic benefit (i.e. for St. Petersburg businesses such as Food Trucks). We estimate we have had almost 25,000 citizens and visitors come to the Port for the monthly Friday night food truck rallies over the past 2 ½ years (began April 2015).

You indicated that the rally has grown too big for the Port and needs to be moved to a larger venue for September 2017. I fully understand your concern and your desire to do this and I support your concern and agree with your assessment. Ironically, our unbelievable success has brought us to this point. We are grateful for having had the opportunity to work in partnership (with you and City staff, Food Truck Association, Marine Exploration Center, St. Pete Ocean Team and a number of others who promoted the event) to host the event at the Port as it has been very positive and beneficial for all.

I offer one potential idea to expand the area at the Port, but am not certain these steps will be adequate to accommodate the huge crowd that continually grows and grows, month after month:

1. Move all parking to USF lots -- however, USF will have to agree and fully support it -- need to confirm USF Parking will work with us
2. Expand the venue to include Lot #2 on the east side of the Port Terminal Building (propose a fee of $500 to Food Truck Assoc. for Lot #2 use) -- also need Food Truck Assoc. to cover costs of dumpsters and restroom/trash dumping during event and clean-up afterwards
3. Expand into 8th Ave., SE, by blocking off 8th Ave., SE, allowing one lane on north side of road for airport and Coast Guard access (costs to be borne by Food Truck Assoc. – which includes barrier set-up cost and Police cost (i.e. two additional Police)) -- we have met with Police and this seems relatively easy to do

Request confirmation, soon, as to the final decision by the City as to whether or not monthly food truck rallies will continue at the Port or be moved to a larger venue beginning September 2017, so we may take appropriate steps to prepare.

Thanks for your help and support Tony, through it all!
Regardless of the decision, the Food Truck rallies have been a kind of “proof-of-concept” for events at the Port. We will plan to continue to be a venue (i.e. uniqueness of a working waterfront venue, on the water which everyone loves, very close to the heart of downtown with the benefit of not being in the middle of downtown) for future appropriate events of the appropriate size.

General Comment: This is another example of the need for parking in this area of town (i.e. SRI, NOAA, USF, Port and future activity at the Port, Innovation District?, etc.).

Best Regards,
Walt
X7820

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905
Clay and Tony:

Facebook feedback from our marketer, NSPR, concerning the capacity of the Port for the food truck rally is provided below.

Some customer input confirms the appropriateness of finding a larger venue for the food truck rally in September.

Regards,
Walt
X7820

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

Hi Walt,

Thank you for this amazing information! The contrast between those pictures really shows how far the Port has come. It’ll definitely look great in a social media post. Quite a success indeed!

We wanted to make you aware of some of the feedback the Port has been getting on social media. Like last month, we’ve received a few 2-3 star reviews mostly concerned with the venue’s capacity. We will respond appropriately and make it very clear that the City is already looking into a larger and more accommodating venue for the future!

Thank you,

Brian
Hi Jeannie, Tyler and Brian:

Attached photos of last Friday's Food Truck Rally at the Port. One shot is of the west parking lot and the other is looking down at the wharf, both take at 8:03 PM, 8/18/17. For comparison, I have also attached a photo from our very first food truck rally held 2½ years ago, on April 10, 2015.

Estimate 3,500 attended last Friday -- an overwhelming success!

The Port Food Truck Rally attendance on Friday (8/18/17) was estimated at approximately 3,500. It far exceeded last month, which was estimated at 3,000. The Food Truck Association, based upon social media response already, estimates that the September 2017 Rally will be even bigger -- simply overwhelming to know that we have actualized and far exceeded our hoped for goal (Port Community Engagement & Awareness) of bringing citizens and visitors to the Port for greater utilization of the Port, to learn about what we do at the Port (i.e. tours of vessels at the Port), to learn about the forthcoming Marine Exploration Center (which sets up a booth every month) and promote economic benefit (i.e. for St. Petersburg businesses such as Food Trucks). We estimate we have had almost 25,000 citizens and visitors come to the Port for the monthly Friday night food truck rallies over the past 2½ years (began April 2015).

It has gotten too big for our venue. City is looking for a bigger venue than the Port, for possibly as early as September 2017 -- will let you know if it will be held at the Port in September or somewhere else. Ironically, our unbelievable success has brought us to this point. We are grateful for having had the opportunity to work in partnership (with you, City staff, Food Truck Association, Marine Exploration Center, St. Pete Ocean Team and a number of others who promoted the event) to host the event at the Port as it has been very positive and beneficial for all.

Regardless, the Food Truck rallies have been a kind of “proof-of-concept” for events at the Port. We will plan to continue to be a venue (i.e. uniqueness of a working waterfront venue, on the water which everyone loves, very close to the heart of downtown with the benefit of not being in the middle of downtown) for future appropriate events of the appropriate size.
Thanks and Best Regards,
Walt

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

Your Sunshine City
Hello Everyone:

Join us at Port St. Pete for our next Port Food Truck Rally, Friday, August 18, 2017, from 6 PM to 10 PM -- see the below "Port St. Pete August Newsletter" for more information. Additionally, attendance has grown dramatically at the food truck rallies -- thank you! Because attendance has grown, we are expanding parking availability into USF Parking Lots, along with the lots we typically use on 8th Ave, SE.

Please see below information about parking and especially how to access USF parking.

Hope to see you there!

Best Regards,
Walt Miller

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

Food Truck Rally Parking:

You can use USF Parking Lots – However, there will not be parking attendants to assist with parking in USF Lots

Following describes how to use USF Lots:

Food Truck Rally guests who want to park in USFSP parking spaces will have to purchase a $5 parking permit either from the machine in the garage (see attached map with red box around the words “Parking Garage”) or on-line. The permit dispensing machine is located in the elevator lobby on the ground floor of the USFSP Parking Garage. The permit dispensing machine in the garage accepts $1 and $5 dollar bills, as well as Visa and MasterCard credit cards. Electronic parking permits for guests are available on-line from the link below and can be printed at home and placed on the dashboard of your vehicle.

https://usfsp.t2hosted.com/cmn/auth_ext.aspx

See attached map: With a valid USFSP parking permit guests can park on the Peninsula around the Marine Science Laboratory building (P6, P7 and P8 on attached map). Or, in Parking Lots #2 and #5 (P2 and P5 on attached map).
Attendees of the Food Truck Rally can also park on Levels 2-5 in the USFSP Parking Garage (see attached map with red box around the words “Parking Garage”).

Note: It’s important to note that vehicles that are parked without a current and valid USFSP parking permit displayed on their vehicle’s dashboard will run the risk of receiving a $30 parking citation. Please remember to place the parking permit on your dashboard.

******************************************

For Port Lots – There will be parking attendants to assist with parking in Port Lots along 8th Ave., SE – parking is $5

Note: There is limited free street parking. However, some street areas are marked as “No Parking” and some street areas are metered. These areas are enforced.

******************************************

Captains Invited for Private Marine Research Tour

Captains who dock at Port St. Pete are invited to a private tour to learn more about the seas they navigate every day. From exploring research vessels firsthand to learning the ins and outs of how scientists measure and evaluate the constant fluctuations in the ocean, captains and crews can explore the water in a new way at the University of South Florida (USF) College of Marine Science facility.
MOBILE FOOD TRUCKS

Application No. ____________________

List of Required Submittals

Only complete applications will be accepted:

☐ Completed application form
☐ Application fee ($170 first year, $85 annual renewal fee)
☐ Department of Business and Professional Regulation Division of Hotels and Restaurants, or Florida Department of Agriculture, “License” for mobile vending
☐ Proof of Insurance
☐ Photographs of the mobile food truck depicting all sides of the vehicle (for new applications)
☐ Vehicle Identification Number (VIN)

Supplemental Information

- Visit http://www.myfloridalicense.com/dbpr/hr/index.html for the most current regulations from Florida Division of Hotels and Restaurants.

- Visit http://www.freshfromflorida.com/Divisions-Offices/Food-Safety for the most current regulations from Florida Division of Food Safety (Agriculture).

Note: Obtaining an annual mobile food truck permit does not exempt the holder from complying with all requirements of City Code Section 16.50.440.

These regulations exclude a contractual or other private arrangement between a mobile food truck and an individual or group that wishes to have food catered to a specific location and which is not open to the public.

Completeness review by city staff: ____________
MOBILE FOOD TRUCKS

Application No. ___

All applications are to be filled out completely and correctly. The application shall be submitted to the City of St. Petersburg's Planning and Economic Development Department, located on the 1st floor of the Municipal Services Building, One Fourth Street North, St. Petersburg, Florida.

GENERAL INFORMATION

Name of Applicant:
Street Address:
City, State, Zip:
Telephone No:
Email Address:
Website:

VEHICLE INFORMATION

Business Name:
Vehicle Identification Number (VIN):
State License, No. for Mobile Food Dispensing Unit:
State License, Date Issued:
State License, Expiration Date:

REQUEST

To operate on private property: [ ] Yes [ ] No
To operate on public rights-of-way: [ ] Yes [ ] No

AUTORIZATION

By signing this application, the applicant affirms that all information contained within this application packet has been read and that the information on this application is accurate. The applicant certifies that he/she has read City Code Section 16.50.440 regulating the operation of mobile food trucks and understand that issuance of an annual mobile food truck permit does not exempt the holder from complying with all requirements of the City Code. Filing an application does not guarantee approval.

NOTES: 1) It is incumbent upon the applicant to submit correct information. Any misleading, deceptive, incomplete or incorrect information may invalidate your approval.

Signature of Applicant: __________________________ Date: ____________________

OFFICIAL USE ONLY

<table>
<thead>
<tr>
<th>PRE-APPROVED</th>
<th>TYPE OF TRUCK</th>
<th>FINAL APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requires Pre-Approval Authorization</td>
<td>Class I Mobile Kitchen</td>
<td>Requires Final Approval STAMP</td>
</tr>
<tr>
<td>Class II Canteen Truck</td>
<td>Class III Ice Cream Truck</td>
<td></td>
</tr>
</tbody>
</table>

The Application:
- **State License**: A copy of the state permit for a mobile food dispensing vehicle is required and must be approved prior to approval to vend in the City of St. Petersburg.
- **Insurance**: Include a certificate of insurance demonstrating the following (contact the Risk Management Division with specific questions at 727-893-7582):
  - If operating in the street (right-of-way): Commercial General Liability Insurance
    - $1,000,000 per Occurrence
    - $2,000,000 General Aggregate
  - Must name the City as "additionally insured".
  - Automobile Liability
    - $300,000 Combined Single Limit
  - Proof of Workers Compensation as required by Florida law (if more than 3 employees).
- **Business Tax**: A separate City of St. Petersburg Business Tax License is required for each mobile food truck and must be obtained as part of the permit process.

The Permit/Fees:
- The permit fee is $170 for the first year and $85 for annual renewals of existing permits.
- The annual Business Tax License fee is $65.
- Permits expire at the end of the fiscal year for which they are issued (September 30th).

The Truck (or Trailer):
- A mobile food truck is a vehicle which is used to vend food and beverage products and is classified as one of the following:
  - **Class I—Mobile kitchens**. In addition to the vending of products allowed for class II and class III mobile food trucks, these vehicles may cook, prepare and assemble food items on or in the unit and serve a full menu.
  - **Class II—Canteen trucks**. These vehicles vend fruits, vegetables, hot dogs, pre-cooked foods, pre-packaged foods and pre-packaged drinks. No preparation or assembly of foods or beverages may take place on or in the vehicle, however, the heating of pre-cooked foods is allowed. A cooking apparatus or grill top for the heating of pre-cooked foods is permitted so long as it complies with state regulations. These vehicles are limited to providing catering services to employees at a specific location and do not advertise for customers, except as may be allowed by a City issued permit.
  - **Class III—Ice cream trucks**. These vehicles vend only pre-packaged frozen dairy or frozen water-based food products, soft serve or hand-dipped frozen dairy products or frozen water-based food products and pre-packaged beverages. If vending in the street (right-of-way) only this permit does not apply — please contact the City's Police Department to obtain a Peddler's Permit.

The Locations:
- Vending on private property may occur with the property owner's consent on properties located within zoning districts allowing retail uses or restaurants and bars (CRT-2, CCT-1, CCT-2, CCS-1, CCS-2, CCS-3, RC-1, RC-2, RC-3, IC(I)).
- To check the zoning designation of a property, visit www.stpete.org/LDR.
- On private property mobile food trucks can operate a maximum of two days per calendar week. A food truck may operate 7 days a week at different locations, but one location may only host a food truck up to two days per week.
- In Downtown Center zoning districts mobile food truck vending in the street (right-of-way) is prohibited (see attached map for downtown location restrictions).
- Mobile vending is not allowed on city park land (except as part of an approved special event).
- Operation of a food truck is prohibited on vacant and undeveloped property, except when located in a CCT-2 zoning district.
- No more than two mobile food trucks shall operate on any property at any one time, except as may be allowed by a City issued permit (such as a Food Truck Rally permit).

Operation:
- When vending in the street (right-of-way) a Class I mobile food truck may stop, stand or park in any area of the right-of-way not provided for vehicular travel (e.g. parking spaces). Food trucks may not block travel lanes.
- Open flame cooking is prohibited.
- No tables, chairs or other furniture or equipment (other than the mobile food truck) shall be placed in the street (right-of-way).
16.70.030.1.15. - Food Truck Rally Permit.

A. Applicability. Food truck rallies are gatherings of more than two class I, class II or class III mobile food trucks in one location on a date certain and shall require a food truck rally permit.

B. Application. An application shall include the following information in addition to the information that the POD may generally require for a zoning permit application:

1. A site plan of the subject property;
2. Written description of the temporary use and anticipated hours of operation;
3. In order to secure sufficient information and assurances to determine the suitability of the proposed temporary use, the POD may require the following:
   a. Documentation from the county health department regarding arrangement for temporary sanitary facilities and such assurances as the POD may require concerning compliance.
   b. Information concerning length of operation.
   c. Provision for adequate parking.
   d. A financial guarantee in an amount determined by the POD and in a form approved by the City Attorney to ensure that the premises will be cleared of all debris during and after the event.
   e. A financial guarantee in an amount determined by the POD and in a form approved by the City Attorney guaranteeing the repair of rights-of-way of any damage resulting to the rights-of-way as a result of the event.

C. Procedure.

1. The application shall be filed at least 30 days prior to the date on which the permit is to take effect. The POD may approve a lesser time period.

2. Upon receipt of the application, the POD shall determine whether the application conforms to all applicable requirements contained in the City Code.
   a. If the POD determines that there will be substantial adverse offsite effects, public notice to property owners within 200 feet of the location shall be required. The decision to require public notice shall be made within five days of receipt of the completed application. The applicant shall be responsible for all required notice to property owners. Notice shall be provided a minimum of 15 days in advance of the event.

3. If the POD determines that the application sufficiently complies with the standards for a food truck rally and that appropriate measures have been taken to protect the public health, safety and welfare, the food truck rally permit shall be issued. If the POD determines that the application is not in compliance, the POD shall identify the application's deficiencies and deny the application. If the POD denies the application, such denial shall be in writing and provided to the applicant within 15 days of receipt of a complete application.
4. In order to protect the health, safety, and welfare of the general public, or to obtain compliance with local, state or federal laws, the POD may add special conditions and restrictions, which shall be binding upon the applicant, to any permit or other form of approval that may be issued. Such conditions and restrictions may include, but are not limited to, hours of operation, locations, parking, traffic access and safety requirements. All food truck rally permits shall comply with the following conditions:

a. No permanent or temporary lighting shall be installed without an electrical permit and an inspection;
b. No structures shall be erected without a building permit and required inspections;
c. The site shall be cleared of all trash and debris at the end of the event and cleared of all temporary structures within five days after the end of the event. The site shall be restored to its previous condition within 14 days after the end of the event;
d. Traffic control and pedestrian safety in the vicinity of the event shall be the responsibility of the permittee of the event. The City costs for these services shall be estimated by the POD and paid at least ten days in advance by the permittee as a condition of the permit (after the event, any overpayment shall be refunded to the permittee and any underpayment shall be billed to the permittee).

D. Expiration. A food truck rally permit may be issued for a maximum of seven days.

E. Variances. No requests for variances shall be allowed.

F. Appeal. Decisions of the POD to approve, extend, or deny a permit or to impose conditions or restrictions upon a food truck rally permit may be appealed to the DRC, whose decision shall be deemed the final decision of the City.

(Ord. No. 116-H, § 3, 6-19-2014)
Mobile Food Truck Vending in Downtown St. Petersburg

Mobile Vending permitted on private property only (no vending in the streets)

Mobile Vending not permitted in this area (on private property or in streets)

* This map applies to individual operators of Class I Mobile Kitchens. An approved Mobile Food Truck Permit is required prior to vending.

**Restrictions do not apply to an event approved by the City.
1. OBTAIN an application from the State Division of Alcoholic Beverages

   Department of Business & Professional Regulations
   Division of Alcoholic Beverages, Tobacco & Fire Arms
   1313 North Tampa Street 2189 – Cleveland Street Suite 909
   Tampa, Florida 33765
   813-272-2610

   http://www.myfloridalicense.com/Dbpr/abt/licenses.html

2. COMPLETE all portions of the State Application except "ZONING"

3. COMPLETE all portions of the City application

4. SUBMIT to Development Review Services:
   a. State Application
   b. City Application
   c. For co-sponsored events, copy of approved Parks Permit
   d. For street closures, copy of approved Street Closure Permit
   e. For Outdoor Events on private property, provide site plan showing the area of event.

   **For Outdoor Events on Private Property:**
   - You are required to hire off-duty police officers. You cannot receive Zoning approval prior to application. Contact St. Petersburg Police Department, Special Events Unit, 893-7154
   - You may be required to submit for a Temporary Use permit depending on the size of the event and if you are constructing a stage or tents

5. SUBMIT State Application to the State
**NON-PROFIT/EXTENSION OF PREMISE TEMPORARY ALCOHOLIC BEVERAGE APPLICATION**

All applications are to be filled out completely and correctly AND INCLUDE THE COMPLETED State of Florida Alcohol Beverage Application Form. Please email DevRev@StPete.org.

<table>
<thead>
<tr>
<th>GENERAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME OF ORGANIZATION OR BUSINESS:</strong></td>
</tr>
<tr>
<td>Contact Person:</td>
</tr>
<tr>
<td>Street Address:</td>
</tr>
<tr>
<td>City, State, Zip:</td>
</tr>
<tr>
<td>Telephone No. of Non-Profit Organization/Business:</td>
</tr>
<tr>
<td>Telephone No. of Contact Person:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Number of previously approved events this calendar year:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME OF EVENT:</strong></td>
</tr>
<tr>
<td>Event Location:</td>
</tr>
<tr>
<td>Date(s) of Event:</td>
</tr>
<tr>
<td>□ Within a Building – Address:</td>
</tr>
<tr>
<td>□ Includes outdoor areas on private property (Include a sketch of the outdoor area)</td>
</tr>
<tr>
<td>□ City-Co-sponsored event (Include a copy of park permit)</td>
</tr>
<tr>
<td>□ Street Closure (Include a copy of Street Closure Permit) Location:</td>
</tr>
<tr>
<td><strong>TYPE OF TEMPORARY LICENSE:</strong></td>
</tr>
<tr>
<td>□ Non-Profit</td>
</tr>
<tr>
<td>□ Extension of Premises</td>
</tr>
<tr>
<td>□ One (1) Day</td>
</tr>
<tr>
<td>□ Two (2) Day</td>
</tr>
<tr>
<td>□ Three (3)</td>
</tr>
<tr>
<td>□ Beer</td>
</tr>
<tr>
<td>□ Beer and Wine</td>
</tr>
<tr>
<td>□ Beer, Wine, and Liquor</td>
</tr>
</tbody>
</table>

*There is no fee for the City Temporary Alcohol License*

**NOTE:** IT IS INCUMBENT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING DECEPTIVE, INCOMPLETE, OR INCORRECT INFORMATION MAY INVALIDATE YOUR APPROVAL.

Signature of Contact: _______________________________ Date: ____________________________

<table>
<thead>
<tr>
<th>STAFF REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Reviewed By:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Notes:</td>
</tr>
</tbody>
</table>

City of St. Petersburg, Development Review Services, One 4th Street North, St. Petersburg, FL 33731, 727-893-7471

UPDATED 11-14-16
City of St. Petersburg
Parks and Recreation Department

Friday, August 25, 2017

To whom it may concern,

The Gulf to Bay Food Truck Association requests the City of St. Petersburg to waive the late fee of $1,200.00 for the Co-sponsored event applications for the Associations monthly Rally’s Around Town for September and the rest of 2017 and the entire 2018 year.

Due to the success of the last few months of the Association led events, we have outgrown the space at the Port. While we are ecstatic with the success and that the City of St. Pete has embraced the event as a ‘go to’ each month, safety and traffic concerns have become fore front. Public safety is always a concern of ours as well for the city.

Our goal is for the event to continue to be a success and enjoyable for the attendees as well as the participants and moving to a larger location will rectify safety in traffic control and crowd size concerns.

Please take into consideration all of above and approve our request to waive the late fee. We truly appreciate all the City has done to work with the Association thus far and we look forward to a long and prosperous relationship!

Thank you for your time and consideration,

Maggie, Steven, Beata and Andy
Gulf to Bay Food Truck Association Board
Event Title: Themed monthly events

Entity Name: Gulf to Bay Food Truck Association

Event Date(s): 2018 - dates attached

Day 1 of Event: Time Gates Open: 6pm Ending Time: 10pm
Day 2 of Event: Time Gates Open: Ending Time:
Day 3 of Event: Time Gates Open: Ending Time:

Application Prepared by: Beata Browne

Address: 6201 37th Avenue N

Email Address: gultobayfta@gmail.com

Additional Contact Person: Maggie Loflin

What month/year were you incorporated as nonprofit? 01/27/2014

Describe how this event will contribute to the quality of life in and enhance the image of St. Petersburg.

Food truck events always bring a great sense of community as well as fun. They bring many different types of people together for an evening of fun and food. St. Pete already has a great image of being on the cutting edge and more "in tune" to what the public seeks and this just helps add to the repertoire of that image.

List all 501(c)3 entities that will benefit from this event.

Name of the for-profit entity?

Describe what economic benefit and impact this event will bring to St. Petersburg.

Benefits include creating a wonderful free community event for all ages to enjoy. We also will be utilizing small businesses in the St. Pete area including but not limited to, local ice company, local alcohol delivery, local table and chair rental company and more. We employ city staff (police and parks and rec) which brings additional revenue to the city workers. We will have at least half of the food trucks who are from St. Pete, as well as additional staff hired for the day to work the event local to the St. Pete area. We are the epitome of eat local. Some attendees may not be from St. Pete but may come just for the occasion of participating in the event and may then filter out and go into other businesses in the area, to continue celebrating all things local, so it will help with additional revenue to all the surrounding businesses.

Each co-sponsored entity must possess liability insurance naming the City of St. Petersburg as an additional insured and secure said insurance in the amount determined by the City.

Does your group presently have liability insurance? ☑ YES ☐ NO How much?

Are there plans to sell or distribute beer/wine at your event? ☑ YES ☐ NO

Will there be an admission / registration fee? ☑ YES ☐ NO Advanced Fee: Day of:

Please provide the website address for your event. FB: https://www.facebook.com/events/1858715594391995/

Please provide a phone number that can be advertised to the public. 813-720-7060

What is the estimated attendance for this event? Spectators 5000 Participants 70 Last Year's Total Attendance NA

Page 1 of 8
Port Rally dates (always the 3rd friday) and Themes for 2018 are:

January 19 - Burger Bash
February 16 - 80’s Rock Flashback
March 16 - French Fry Theme (Also St. Patricks Day)
April 20 - Seafood and Sweets Festival
May 18 - Street Food Festival
June 15 - St. Pete Pig and Swig Festival
July 20 or 27* - Grouper week - final date TBD
August 17 - St. Pete Taco & Beer Fiesta
Sept. 21 - St. Pete Asian Lantern Festival
Oct. 19 - St. Pete Zombie Food Truck Crawl - dress up optional
Nov. 16 - OoozeFest (cheese) Festival
Dec. 21 - Eat, Drink and Be Ugly Sweater
Please check the equipment and/or facilities you are requesting.

**Recreation Equipment**
- **Showmobile (Yes/No):** No
- **# Bleacher(s) needed:** Each bleacher approx. 180 people
- **Tables (6 ft) # needed:** 10
- **Chairs # needed:** 50
- **Public Address System:**
  - # of portable risers needed (4 in. x 8 in. x 16 in. sections)

**Special Events Facilities**
- **Mahaffey Theater**
- **Coliseum**
- **Sunken Gardens**
- **Boyd Hill**

**Non-City Locations**
- **Which Location?**

The following departments may provide and charge for additional services. You will be provided cost estimates in your Co-sponsored Agreement.

**POLICE:** Public Safety Personnel, Marine Services
**TRAFFIC:** Personnel, Equipment (cones, barricades, no parking signs)
**FIRE:** Paramedics, Inspectors
**PARKS SERVICES:** Cleanup Personnel, Dumpster(s), Trash Receptacles, Event Site Preparation and Restoration
**RECREATION SERVICES:** On-site Presence, Logistics Help, Liaison with Other Departments

**Note:** The City does not provide tents, Port-O-Lets, or large quantities of tables and chairs.

I certify that the event will be open to all citizens and that individuals will not be barred from participation due to race, creed, color, national origin, sex, age, or physical impairment. I understand that a financial report of the event is due in the Parks and Recreation office within 30 days of the completion of the event. I also understand that the City is to be shown as a co-sponsor on any promotional materials produced for the event. I agree to obtain the required liability insurance and to secure all necessary city/county/state permits/licenses. I further certify that the facts contained in this application are accurate.

**Name:** Beata Browne  
**Title:** Treasurer  
**Date:** 8/23/17

**Co-Sign:** Maggie Loflin  
**Title:** President  
**Date:** 8/23/17

**Note:**
- If person/entity preparing this application is not representing a nonprofit entity, the application must be co-signed by someone from a sponsoring nonprofit entity. A copy of the sponsoring entity's 501(c)3 designation must accompany this application.
- If your entity has outstanding financial obligations with any department within the City of St. Petersburg, your application will not be processed until debt is paid.
- Applications lacking information or the required completed appendixes listed below will not be processed.

**PLEASE ATTACH THE FOLLOWING**

1. Route map for parade, run, walk, and/or bike event.
2. Site map of event and detail schedule of each day's events including open and close times.
3. Complete Appendix B and Appendix C.
4. Check for $30.00 for co-sponsored application processing (non-refundable).
5. Check for park permit fee. See Appendix A for fee structure.
6. A copy of 501(c)3 designation (if applicable)

**FOR FURTHER INFORMATION, PLEASE CALL LYNN GORDON, PARKS & RECREATION MANAGER,**
727-893-7766 or EMAIL: StPeteEvents@stpete.org

Page 2 of 8
Review and check all conditions which apply to this event: Note the corresponding obligation for each condition.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Public Invited</td>
<td>General Liability Insurance</td>
</tr>
<tr>
<td>☑ Located in Park</td>
<td>Park Permit</td>
</tr>
<tr>
<td>□ Vending Product / Merchandise Sales</td>
<td>Occupational License</td>
</tr>
<tr>
<td>☑ Vending Food / Beverage</td>
<td>Health Inspection</td>
</tr>
<tr>
<td>□ Vendors / Exhibitors</td>
<td>Alcohol Permit Additional insurance Required</td>
</tr>
<tr>
<td>☑ Vending Beer / Wine</td>
<td>Temporary Structure Permit</td>
</tr>
<tr>
<td>☑ Erecting Tents - Larger than 10ft x 12ft</td>
<td>Temporary Structure Permit</td>
</tr>
<tr>
<td>☑ Fence Installation</td>
<td>Temporary Structure Permit</td>
</tr>
<tr>
<td>□ Other Structures</td>
<td>Fire Inspection Permit</td>
</tr>
<tr>
<td>□ Open Flame Food Preparation</td>
<td>Fireworks Permit</td>
</tr>
<tr>
<td>□ Pyrotechnics</td>
<td>Parade or Street Closure Permit(s)</td>
</tr>
<tr>
<td>□ Require Street Closure</td>
<td></td>
</tr>
<tr>
<td>□ VIP Area</td>
<td></td>
</tr>
<tr>
<td>☑ Staging</td>
<td></td>
</tr>
<tr>
<td>□ Amplified Sound</td>
<td></td>
</tr>
<tr>
<td>☑ Security</td>
<td></td>
</tr>
<tr>
<td>□ Sanitary Facilities - Port-O-Lets</td>
<td></td>
</tr>
<tr>
<td>☑ Off-site Parking / Shuttle</td>
<td></td>
</tr>
<tr>
<td>□ Semitruck / Tractor Trailer</td>
<td></td>
</tr>
<tr>
<td>□ Marketing: Please check all that apply.</td>
<td></td>
</tr>
<tr>
<td>□ Invitations</td>
<td></td>
</tr>
<tr>
<td>☑ Posters / Flyers</td>
<td></td>
</tr>
<tr>
<td>☑ Newspaper / Internet</td>
<td></td>
</tr>
<tr>
<td>□ Radio</td>
<td></td>
</tr>
<tr>
<td>□ Television</td>
<td></td>
</tr>
<tr>
<td>□ Remote Broadcast</td>
<td></td>
</tr>
<tr>
<td>☑ City logo should be used in any promotional</td>
<td></td>
</tr>
<tr>
<td>materials, posters, flyers, ads, website,</td>
<td></td>
</tr>
<tr>
<td>public service announcements, and press</td>
<td></td>
</tr>
<tr>
<td>releases.</td>
<td></td>
</tr>
</tbody>
</table>
Electrical Requirements:

Does your event require any power needs using more than the standard 110/20amp located in the parks?  □ YES  □ NO

If YES, check all that apply.  □ RV’s  □ Coffee Vendors  □ Ice Bins  □ Freezers  □ Ice Cream Vendors  □ Catering Trucks  □ Other:

Please explain the details of the above items checked. Tell us how much and what type of power they would require.

Will you supply your own generators?  □ YES  □ NO

Will your event have a licensed electrician on-site during the event?  □ YES  □ NO  If YES, who?

Will your event be requesting any variances from City policies or procedures? If YES, please explain.

If City permits, licenses, or services are required for event, who will pay for them?

Name: Gulf to Bay Food Truck Association  Phone: 813-720-7060

Address (including zip): 8201 37th Avenue N, St. Petersburg, 33710

Type of music, # of stages, and # of bands.

Live Band, one stage

List Vending Products. Name & Provider.

NA

For Use of Beer/Wine - Please provide name, address and phone number of the sponsoring 501(c)3 or catering company.

We will carry our own liquor license for the event.

Explain subject/purpose of all speeches/demonstrations which will occur.

NA

Discuss your load in/load out parking needs, include times and dates.

We will need parking for the attendees on 9/15/17 Friday. We will need to have the park area block off as early as possible, on the day of the event until the crowds disperse at the end of the event at 10pm.
Other Comments: Please describe your fee structure.

Other comments:

I represent and warrant that the purpose of the proposed activity/event and conduct of the sponsor(s) and the participants shall conform to all requirements of law and all ordinances of the State of Florida, Pinellas County, and the City of St. Petersburg including, but not limited to, City noise ordinances and Parks and Recreation Department Policies and Procedures. I acknowledge that failure to observe such laws, ordinances, or policies and procedures will result in an immediate cancellation of the event and all permits.

WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE PARKS AND RECREATION DEPARTMENT POLICIES AND PROCEDURES PERTAINING TO THE USE OF PARKS AND THE PARK RULES SET FORTH IN ARTICLE II, CHAPTER 21, OF THE ST. PETERSBURG CITY CODE, INCLUDING BUT NOT LIMITED TO THE INDEMNIFICATION AND INSPECTION OBLIGATIONS ASSUMED BY ME AND THE PERSON OR ENTITY ON WHOSE BEHALF THIS APPLICATION IS BEING MADE.

I certify that the facts contained in this application are accurate.

Name: Beata Browne
Title: Treasurer
Date: 8/23/17
Appendix A

Co-Sponsored Event Park Fee Structure

* Events in Vinoy Park will be assessed $300.00 per event day (e.g., 1 day event = $300.00, 2 days = $600.00, 3 days or more = $900.00.) This includes the $30.00 park permit fee.

* Events in any other park will be assessed $200.00 per event day (e.g., 1 day event = $200.00, 2 days = $400.00, 3 or more days = $600.00). This includes the $30.00 park permit fee.

* The above fees will be due at the time you submit your application plus the $30.00 co-sponsored application fee.

* All co-sponsored event applications must be submitted at least 6 month prior to the event.

* Any application for a co-sponsored event submitted inside the six (6) month time frame will be assessed a non refundable $1,200.00 late fee.

* The City requires payment in advance for all City services estimated and/or provided for first time events and one of a kind nonrecurring events.

* Payment will be required at least ten (10) business days prior to the start of the event and shall be in the form of cash, certified check, or an irrevocable bank letter of credit.

* All first time entities requesting events will be required to complete a credit application.
Appendix B
President or CEO
Responsible Party Information

Please complete the information below for each responsible party.

Name of the **Nonprofit** Corporation: Gulf to Bay Food Truck Association

Name of Responsible Party (President or CEO ONLY): Maggie Loflin

Title of Responsible Party: President

Physical Address of Responsible Party: 8201 37th Avenue N, St. Petersburg, FL 33710

Phone Number of Responsible Party: 813-720-8060

Email Address of Responsible Party: guftobayta@gmail.com

Nonprofit (Employee Identification Number): 46-4784426

---

Name of the **For-profit** Corporation:

Name of Responsible Party (President or CEO ONLY):

Title of Responsible Party:

Physical Address of Responsible Party:

Phone Number of Responsible Party:

Email Address of Responsible Party:

For-profit (Employee Identification Number)

---

Please include a copy of the current IRS Nonprofit Affidavit / For Profit
**APPENDIX C**

**STATEMENT OF REVENUE AND EXPENSES FORM**

**PRIOR YEAR'S EVENT**

(Must be completed)

<table>
<thead>
<tr>
<th>Date(s) of Event:</th>
<th>9/15/17</th>
</tr>
</thead>
</table>

**I. REVENUE SOURCES** (attach sheet if more space is needed)

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NA, first time for this event in this format</td>
<td>NA</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL GROSS REVENUE**

**II. EXPENSES** (attach sheet if more space is needed)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL OPERATING EXPENSES**

**TOTAL NET INCOME**

**III. ALLOCATION OF NET INCOME** (attach sheet if more space is needed)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ALLOCATION OF NET INCOME**

Prepared by: Beata Browne  
Date: 8/20/17
## CERTIFICATE OF LIABILITY INSURANCE

**GULFT-5**

**OP ID:** TT

**DATE (MM/DD/YYYY):** 08/23/2017

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder. In lieu of such endorsement(s).

---

### PRODUCER

Fairchild, Addison & McKone

P.O. Box 1030

Brandon, FL 33509-1030

Fairchild, Addison & McKone

### INSURED

Gulf to Bay Food Truck Assoc.

8201 37th Avenue North

Saint Petersburg, FL 33710-1025

### CONTACT NAME

Fairchild, Addison and McKone

**PHONE (A/C No. Ext):** 813-681-4893

**FAX (A/C No. Ext):** 813-685-8610

**E-MAIL ADDRESS:**

---

### INSURER(S) AFFORDING COVERAGE

**INSURER A:** Southern-Owners Ins

**NAIC #:** 10190

---

### COVERAGES

#### GENERAL LIABILITY

**TYPE OF INSURANCE:** COMMERCIAL GENERAL LIABILITY

**POLICY NUMBER:** 20864321

**POLICY EFF (MM/DD/YYYY):** 05/02/2017

**POLICY EXP (MM/DD/YYYY):** 05/02/2018

**LIMITS:**

- EACH OCCURRENCE $1,000,000
- DAMAGE TO RENTED PREMISES (Ex occurrence) $300,000
- MED EXP (Any one person) $10,000
- PERSONAL & ADV INJURY $1,000,000
- GENERAL AGGREGATE $2,000,000
- PRODUCTS - COMP/OP AGG $2,000,000
- UMBRELLA LIMIT OCCUR CLAIMS-MADE

#### AUTOMOBILE LIABILITY

- ANY AUTO
- ALL OWNED AUTOS
- SCHEDULED AUTOS
- NON-OWNED AUTOS
- HIRED AUTOS
- UMBRELLA LIABILITY
- EXCESS LIABILITY

#### WORKERS COMPENSATION AND EMPLOYERS’ LIABILITY

- WITH STATUTORY LIMITS
- OTHER
- E.L. EACH ACCIDENT
- E.L. DISEASE - EA EMPLOYEE
- E.L. DISEASE - POLICY LIMIT

---

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES

Professional And Trade Associations

Certificate Holder is an Additional Insured in regards to General Liability coverage as required.

---

### CERTIFICATE HOLDER

City of St Petersburg

One 4th St N

St Petersburg, FL 33701

---

### CANCELLATION

**CITYS12**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

---

**AUTHORIZED REPRESENTATIVE:**

Fairchild, Addison & McKone

**SIGNATURE:**

---

© 1988-2010 ACORD CORPORATION. All rights reserved.
Exempt Organizations Select Check
990-N (e-Postcard) Filer Information

Tax Period:
2015 (02/01/2015 - 01/31/2016)

Employer Identification Number (EIN):
46-4784426

Legal Name:
GULF TO BAY FOOD TRUCK ASSOCIATION INC

Mailing Address:
5450 Bruce B Downs Blvd 227
Wesley Chapel, FL 33544
United States

Doing Business As:

Gross receipts not greater than:
$50,000

Organization has terminated:
No

Principal Officer's Name and Address:
Amy Lafey
5450 Bruce B Downs Blvd 227
Wesley Chapel, FL 33544
United States

Website URL:
www.gulfobayfta.org

Related 990-N (ePostcard) Filings:

If the organization has filed additional Forms 990-N (e-Postcards), link(s) to additional e-Postcard filings are displayed below. Click on the link(s) to see the information included in those filing(s).

Tax Year 2014
Rally Around Town Food Trucks – From Concept to Today

- Began with a concept on the Pier approach in 2014 with Gulf to Bay Food Truck Association
  3-4 trucks monthly, 50-150 attendees, held approximately 8 rallies at the Pier approach

- Zoning had just developed rules prohibiting food trucks in the downtown core:
  Basic area was: 5th Ave N to 5th Ave S, waterfront to 18th St/l275

- Pending demolition of the Pier resulted in full closure of the pier approach necessitating the need to locate a new venue

- April 2015, 1st Rally Around Town Food Trucks held at the Port of St Pete

Goals in moving the rallies to the Port of St Pete:

- attract people to the port,
- create awareness of the coming Marine Exploration Center,
- create awareness of the ongoing marine research district,
- showcase Coast Guard sector St Pete operations,
- visiting marine research vessels

- Began with 4-5 food trucks, approx. 100 attendees, gradually added more trucks

- Continued for the next couple months, suspend rallies during summer and USFSP break

- Resumed in the fall, were they experienced a number of rain out events

- During the fall of 2016 GTBFTA board makes strategic commitment to Rally Around Town

- 2017 events have been themed, increased marketing efforts, resulting in attendance showing continuous growth

- Today the Rally Around Town event has demonstrated repeated attendance exceeding 2,000 attendees, to the most recent event August 18th, estimated to be 4,000 attendees with 22 trucks, live band, DJ, sponsors

- It is estimated that over 20,000 people have visited Port of St Pete during the food truck rallies exposing them to the port and the forthcoming Marine Exploration Center

- GTBFTA manages the food truck vendors and works on a rotating schedule with them to expose these small businesses to greater opportunities

- With this demonstrated “proof of concept” and increased attendance in both people and food truck vendors, sponsors, and guest experiences, we believe the Port of St Pete location can no longer safely support the Rally Around Town Food Truck event

- It is recommended that the event be relocated to Albert Whitted Park and supported through the Co-Sponsored Process for future events beginning, September 15th, 2017
Upcoming Events

1. **Taco Bell Deep Fiesta**
   - Date: August
   - Details: Bring your Sunny & Hungry Tummies

2. **Lunch Truck IT**
   - Details: Bring Your Sunny & Hungry Tummies

3. **Asian Food Truck Crawl**
   - Details: St. Petersburg Lantern Festival

Gulf to Bay Food Truck Association

Circle Traversa
CircleTraversa.com
P.O. Box 1770
St. Petersburg, FL 33731
321-321-3212
info@circletraversa.com
Thanks Tony.

Looking forward to learning, later this week, of the new venue for the Food Truck Rallies.

Best Regards,
Walt
X7820

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

From: Tony Leno
Sent: Monday, August 21, 2017 11:54 AM
To: Walter S. Miller <Walter.Miller@stpete.org>
Cc: Alan DeLisle <Alan.DeLisle@stpete.org>; Joe F. Zeoli <Joe.Zeoli@stpete.org>; Clay D Smith <Clay.Smith@stpete.org>; Joan M. McGowan <Joan.McGowan@stpete.org>; David Wirth <David.Wirth@stpete.org>
Subject: RE: Port Food Truck Rallies

Walt,

I agree on your assessment and success of the event at the port, topping it off with over 20,000 visitors to the port.

Today, I have begun the process of securing a larger space for the increased attendance coming to the monthly food truck around town rally events. Attendance has now continued to increase over the past three months confirming the proof of concept, the public wants to attend a monthly food truck rally in St Petersburg.

I will advise later this week on progress to secure a venue more suitable for the growth in size of the event.

Thank you and to your staff who have worked many hours to make the port available for the both the food trucks and the public that have attended.

TONY LENO
Manager Event Recruitment and Management
City Development Administration
City of St Petersburg, City Hall
P.O. Box 2842
St. Petersburg, FL 33731
From: Walter S. Miller  
Sent: Monday, August 21, 2017 10:30 AM  
To: Tony Leno  
Cc: Alan DeLisle; Joe F. Zeoli; Clay D Smith; Joan M. McGowan; David Wirth  
Subject: Port Food Truck Rallies

Good Morning Tony:

Attached photos show the crowds at the Port for the August 18, 2017, food truck rally (one shot is of Lot #1 at the west end of the Port and the other is of the wharf (both captured at about 8:03 PM, 8/18/17).

Just following up on our discussion near the end of the Port Food Truck Rally on Friday, August 18, 2017. You advised that the venue is no longer large enough to accommodate the crowds and you said it should move in September 2017, to a larger venue (i.e. Albert Whitted Park).

The Port Food Truck Rally attendance on Friday (8/18/17) was estimated at approximately 3,500. It far exceeded last month, which was estimated at 3,000. The Food Truck Association, based upon social media response already, estimates that the September 2017 Rally will be even bigger — simply overwhelming to know that we have actualized and far exceeded our hoped for goal (Community Engagement & Awareness) of bringing citizens and visitors to the Port for greater utilization of the Port, to learn about what we do at the Port (i.e. tours of vessels at the Port), to learn about the forthcoming Marine Exploration Center (which sets up a booth every month) and promote economic benefit (i.e. for St. Petersburg businesses such as Food Trucks). We estimate we have had almost 25,000 citizens and visitors come to the Port for the monthly Friday night food truck rallies over the past 2 ½ years (began April 2015).

You indicated that the rally has grown too big for the Port and needs to be moved to a larger venue for September 2017. I fully understand your concern and your desire to do this and I support your concern and agree with your assessment. Ironically, our unbelievable success has brought us to this point. We are grateful for having had the opportunity to work in partnership (with you and City staff, Food Truck Association, Marine Exploration Center, St. Pete Ocean Team and a number of others who promoted the event) to host the event at the Port as it has been very positive and beneficial for all.

I offer one potential idea to expand the area at the Port, but am not certain these steps will be adequate to accommodate the huge crowd that continually grows and grows, month after month:

1. Move all parking to USF lots – however, USF will have to agree and fully support it — need to confirm USF Parking will work with us
2. Expand the venue to include Lot #2 on the east side of the Port Terminal Building (propose a fee of $500 to Food Truck Assoc. for Lot #2 use) — also need Food Truck Assoc. to cover costs of dumpsters and restroom/trash dumping during event and clean-up afterwards
3. Expand into 8th Ave., SE, by blocking off 8th Ave., SE, allowing one lane on north side of road for airport and Coast Guard access (costs to be borne by Food Truck Assoc. — which includes barrier set-up cost and Police cost (i.e. two additional Police)) — we have met with Police and this seems relatively easy to do

Request confirmation, soon, as to the final decision by the City as to whether or not monthly food truck rallies will continue at the Port or be moved to a larger venue beginning September 2017, so we may take appropriate steps to prepare.

Thanks for your help and support Tony, through it all!
Regardless of the decision, the Food Truck rallies have been a kind of “proof-of-concept” for events at the Port. We will plan to continue to be a venue (i.e. uniqueness of a working waterfront venue, on the water which everyone loves, very close to the heart of downtown with the benefit of not being in the middle of downtown) for future appropriate events of the appropriate size.

General Comment: This is another example of the need for parking in this area of town (i.e. SRI, NOAA, USF, Port and future activity at the Port, Innovation District?, etc.).

Best Regards,
Walt
X7820

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905
Clay and Tony:

Facebook feedback from our marketer, NSPR, concerning the capacity of the Port for the food truck rally is provided below.

Some customer input confirms the appropriateness of finding a larger venue for the food truck rally in September.

Regards,
Walt
X7820

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

Hi Walt,

Thank you for this amazing information! The contrast between those pictures really shows how far the Port has come. It’ll definitely look great in a social media post. Quite a success indeed!

We wanted to make you aware of some of the feedback the Port has been getting on social media. Like last month, we’ve received a few 2-3 star reviews mostly concerned with the venue’s capacity. We will respond appropriately and make it very clear that the City is already looking into a larger and more accommodating venue for the future!

Thank you,

Brian
Hi Jeannie, Tyler and Brian:

Attached photos of last Friday's Food Truck Rally at the Port. One shot is of the west parking lot and the other is looking down at the wharf, both taken at 8:03 PM, 8/18/17. For comparison, I have also attached a photo from our very first food truck rally held 2 ½ years ago, on April 10, 2015.

Estimate 3,500 attended last Friday -- an overwhelming success!

The Port Food Truck Rally attendance on Friday (8/18/17) was estimated at approximately 3,500. It far exceeded last month, which was estimated at 3,000. The Food Truck Association, based upon social media response already, estimates that the September 2017 Rally will be even bigger -- simply overwhelming to know that we have actualized and far exceeded our hoped for goal (Port Community Engagement & Awareness) of bringing citizens and visitors to the Port for greater utilization of the Port, to learn about what we do at the Port (i.e. tours of vessels at the Port), to learn about the forthcoming Marine Exploration Center (which sets up a booth every month) and promote economic benefit (i.e. for St. Petersburg businesses such as Food Trucks). We estimate we have had almost 25,000 citizens and visitors come to the Port for the monthly Friday night food truck rallies over the past 2 ½ years (began April 2015).

It has gotten too big for our venue. City is looking for a bigger venue than the Port, for possibly as early as September 2017 -- will let you know if it will be held at the Port in September or somewhere else. Ironically, our unbelievable success has brought us to this point. We are grateful for having had the opportunity to work in partnership (with you, City staff, Food Truck Association, Marine Exploration Center, St. Pete Ocean Team and a number of others who promoted the event) to host the event at the Port as it has been very positive and beneficial for all.

Regardless, the Food Truck rallies have been a kind of "proof-of-concept" for events at the Port. We will plan to continue to be a venue (i.e. uniqueness of a working waterfront venue, on the water which everyone loves, very close to the heart of downtown with the benefit of not being in the middle of downtown) for future appropriate events of the appropriate size.
Thanks and Best Regards,
Walt

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

Your Sunshine City
Hello Everyone:

Join us at Port St. Pete for our next Port Food Truck Rally, Friday, August 18, 2017, from 6 PM to 10 PM — see the below “Port St. Pete August Newsletter” for more information. Additionally, attendance has grown dramatically at the food truck rallies -- thank you! Because attendance has grown, we are expanding parking availability into USF Parking Lots, along with the lots we typically use on 8th Ave, SE.

Please see below information about parking and especially how to access USF parking.

Hope to see you there!

Best Regards,
Walt Miller

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

Food Truck Rally Parking:

You can use USF Parking Lots — However, there will not be parking attendants to assist with parking in USF Lots.

Following describes how to use USF Lots:

Food Truck Rally guests who want to park in USFSP parking spaces will have to purchase a $5 parking permit either from the machine in the garage (see attached map with red box around the words “Parking Garage”) or on-line. The permit dispensing machine is located in the elevator lobby on the ground floor of the USFSP Parking Garage. The permit dispensing machine in the garage accepts $1 and $5 dollar bills, as well as Visa and MasterCard credit cards. Electronic parking permits for guests are available on-line from the link below and can be printed at home and placed on the dashboard of your vehicle.

https://usfsp.t2hosted.com/cmn/auth_ext.aspx

See attached map: With a valid USFSP parking permit guests can park on the Peninsula around the Marine Science Laboratory building (P6, P7 and P8 on attached map). Or, in Parking Lots #2 and #5 (P2 and P5 on attached map).
Attendees of the Food Truck Rally can also park on Levels 2-5 in the USFSP Parking Garage (see attached map with red box around the words “Parking Garage”).

Note: It’s important to note that vehicles that are parked without a current and valid USFSP parking permit displayed on their vehicle’s dashboard will run the risk of receiving a $30 parking citation. Please remember to place the parking permit on your dashboard.

******************************************

For Port Lots – There will be parking attendants to assist with parking in Port Lots along 8th Ave., SE – parking is $5

Note: There is limited free street parking. However, some street areas are marked as “No Parking” and some street areas are metered. These areas are enforced.

******************************************
MOBILE FOOD TRUCKS

List of Required Submittals

Only complete applications will be accepted:

- Completed application form
- Application fee ($170 first year, $85 annual renewal fee)
- Department of Business and Professional Regulation Division of Hotels and Restaurants, or Florida Department of Agriculture, “License” for mobile vending
- Proof of Insurance
- Photographs of the mobile food truck depicting all sides of the vehicle (for new applications)
- Vehicle Identification Number (VIN)

Supplemental Information

- Visit http://www.myfloridalicense.com/dbpr/hr/index.html for the most current regulations from Florida Division of Hotels and Restaurants.
- Visit http://www.freshfromflorida.com/Divisions-Offices/Food-Safety for the most current regulations from Florida Division of Food Safety (Agriculture).

Note: Obtaining an annual mobile food truck permit does not exempt the holder from complying with all requirements of City Code Section 16.50.440.

These regulations exclude a contractual or other private arrangement between a mobile food truck and an individual or group that wishes to have food catered to a specific location and which is not open to the public.

Completeness review by city staff: ____________
16.70.030.1.15. - Food Truck Rally Permit.

A. Applicability. Food truck rallies are gatherings of more than two class I, class II or class III mobile food trucks in one location on a date certain and shall require a food truck rally permit.

B. Application. An application shall include the following information in addition to the information that the POD may generally require for a zoning permit application:

1. A site plan of the subject property;
2. Written description of the temporary use and anticipated hours of operation;
3. In order to secure sufficient information and assurances to determine the suitability of the proposed temporary use, the POD may require the following:
   a. Documentation from the county health department regarding arrangement for temporary sanitary facilities and such assurances as the POD may require concerning compliance.
   b. Information concerning length of operation.
   c. Provision for adequate parking.
   d. A financial guarantee in an amount determined by the POD and in a form approved by the City Attorney to ensure that the premises will be cleared of all debris during and after the event.
   e. A financial guarantee in an amount determined by the POD and in a form approved by the City Attorney guaranteeing the repair of rights-of-way of any damage resulting to the rights-of-way as a result of the event.

C. Procedure.

1. The application shall be filed at least 30 days prior to the date on which the permit is to take effect. The POD may approve a lesser time period.

2. Upon receipt of the application, the POD shall determine whether the application conforms to all applicable requirements contained in the City Code.
   a. If the POD determines that there will be substantial adverse offsite effects, public notice to property owners within 200 feet of the location shall be required. The decision to require public notice shall be made within five days of receipt of the completed application. The applicant shall be responsible for all required notice to property owners. Notice shall be provided a minimum of 15 days in advance of the event.

3. If the POD determines that the application sufficiently complies with the standards for a food truck rally and that appropriate measures have been taken to protect the public health, safety and welfare, the food truck rally permit shall be issued. If the POD determines that the application is not in compliance, the POD shall identify the application's deficiencies and deny the application. If the POD denies the application, such denial shall be in writing and provided to the applicant within 15 days of receipt of a complete application.
4. In order to protect the health, safety, and welfare of the general public, or to obtain compliance with local, state or federal laws, the POD may add special conditions and restrictions, which shall be binding upon the applicant, to any permit or other form of approval that may be issued. Such conditions and restrictions may include, but are not limited to, hours of operation, locations, parking, traffic access and safety requirements. All food truck rally permits shall comply with the following conditions:
   a. No permanent or temporary lighting shall be installed without an electrical permit and an inspection;
   b. No structures shall be erected without a building permit and required inspections;
   c. The site shall be cleared of all trash and debris at the end of the event and cleared of all temporary structures within five days after the end of the event. The site shall be restored to its previous condition within 14 days after the end of the event;
   d. Traffic control and pedestrian safety in the vicinity of the event shall be the responsibility of the permittee of the event. The City costs for these services shall be estimated by the POD and paid at least ten days in advance by the permittee as a condition of the permit (after the event, any overpayment shall be refunded to the permittee and any underpayment shall be billed to the permittee).

D. Expiration. A food truck rally permit may be issued for a maximum of seven days.

E. Variances. No requests for variances shall be allowed.

F. Appeal. Decisions of the POD to approve, extend, or deny a permit or to impose conditions or restrictions upon a food truck rally permit may be appealed to the DRC, whose decision shall be deemed the final decision of the City.

(Ord. No. 116-H, § 3, 6-19-2014)
Mobile Food Truck Vending in Downtown St. Petersburg

Mobile Vending permitted on private property only (no vending in the streets)

Mobile Vending not permitted in this area (on private property or in streets)

* This map applies to individual operators of Class I Mobile Kitchens. An approved Mobile Food Truck Permit is required prior to vending.
**Restrictions do not apply to an event approved by the City.

9/22/2016

Development Review Services, City of St. Petersburg, PO Box 2842, St. Petersburg, FL 33731, 727-893-7471
www.stpete.org/ldr
NON-PROFIT/EXTENSION OF PREMISES
TEMPORARY ALCOHOLIC BEVERAGE
INSTRUCTIONS

1. OBTAIN an application from the State Division of Alcoholic Beverages

   Department of Business & Professional Regulations
   Division of Alcoholic Beverages, Tobacco & Fire Arms
   1313 North Tampa Street 2189 – Cleveland Street Suite 909
   Tampa, Florida  33765
   813-272-2610


2. COMPLETE all portions of the State Application except “ZONING”

3. COMPLETE all portions of the City application

4. SUBMIT to Development Review Services:
   a. State Application
   b. City Application
   c. For co-sponsored events, copy of approved Parks Permit
   d. For street closures, copy of approved Street Closure Permit
   e. For Outdoor Events on private property, provide site plan showing the area of event.

For Outdoor Events on Private Property:

   • You are required to hire off-duty police officers. You cannot receive Zoning approval prior to application. Contact St. Petersburg Police Department, Special Events Unit, 893-7154

   • You may be required to submit for a Temporary Use permit depending on the size of the event and if you are constructing a stage or tents

5. SUBMIT State Application to the State
NON-PROFIT/EXTENSION OF PREMISE TEMPORARY ALCOHOLIC BEVERAGE APPLICATION

All applications are to be filled out completely and correctly AND INCLUDE THE COMPLETED State of Florida Alcohol Beverage Application Form. Please email DevRev@StPete.org.

GENERAL INFORMATION

<table>
<thead>
<tr>
<th>NAME OF ORGANIZATION OR BUSINESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
</tr>
<tr>
<td>Street Address:</td>
</tr>
<tr>
<td>City, State, Zip:</td>
</tr>
<tr>
<td>Telephone No. of Non-Profit Business:</td>
</tr>
<tr>
<td>Telephone No. of Contact Person:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Number of previously approved events this calendar year:</td>
</tr>
</tbody>
</table>

EVENT INFORMATION

<table>
<thead>
<tr>
<th>NAME OF EVENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Location:</td>
</tr>
<tr>
<td>Date(s) of Event:</td>
</tr>
<tr>
<td>□ Within a Building - Address:</td>
</tr>
<tr>
<td>□ Includes outdoor areas on private property (Include a sketch of the outdoor area)</td>
</tr>
<tr>
<td>□ City-Co-sponsored event (Include a copy of park permit)</td>
</tr>
<tr>
<td>□ Street Closure (Include a copy of Street Closure Permit) Location:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF TEMPORARY LICENSE:</th>
<th>□ Non-Profit</th>
<th>□ Extension of Premises</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ One (1) Day</td>
<td>□ Two (2) Day</td>
<td>□ Three (3)</td>
</tr>
<tr>
<td>□ Beer</td>
<td>□ Beer and Wine</td>
<td>□ Beer, Wine, and Liquor</td>
</tr>
</tbody>
</table>

There is no fee for the City Temporary Alcohol License

NOTE: IT IS INCUMBENT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING DECEPTIVE, INCOMPLETE, OR INCORRECT INFORMATION MAY INVALIDATE YOUR APPROVAL.

Signature of Contact: ___________________________ Date: ___________________________

STAFF REVIEW

<table>
<thead>
<tr>
<th>Application Reviewed By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature: Date:</td>
</tr>
<tr>
<td>Notes:</td>
</tr>
</tbody>
</table>

City of St. Petersburg, Development Review Services, One 4th Street North, St. Petersburg, FL 33731, 727-893-7471

UPDnATED 11-14-16
To whom it may concern,

The Gulf to Bay Food Truck Association requests the City of St. Petersburg to waive the late fee of $1,200.00 for the Co-sponsored event applications for the Association's monthly Rally’s Around Town for September and the rest of 2017 and the entire 2018 year.

Due to the success of the last few months of the Association led events, we have outgrown the space at the Port. While we are ecstatic with the success and that the City of St. Pete has embraced the event as a ‘go to’ each month, safety and traffic concerns have become forefront. Public safety is always a concern of ours as well for the city.

Our goal is for the event to continue to be a success and enjoyable for the attendees as well as the participants and moving to a larger location will rectify safety in traffic control and crowd size concerns.

Please take into consideration all of above and approve our request to waive the late fee. We truly appreciate all the City has done to work with the Association thus far and we look forward to a long and prosperous relationship!

Thank you for your time and consideration,

Maggie, Steven, Beata and Andy
Gulf to Bay Food Truck Association Board
CITY OF ST. PETERSBURG
PARKS & RECREATION DEPARTMENT
CO-SPONSORED EVENT APPLICATION

Event Title: 2017 Tampa Bay Walk for Children with Apraxia of Speech  
Entity Name: CASANA Childhood Apraxia of Speech Association of North America

Date Received: 9/29/17  
Packet:  
Permit #: 19327

Event Date(s): October 29, 2017  
Location: Flora Wylie Park

Day 1 of Event: October 29, 2017  
Time Gates Open: 8:00am  
Ending Time: 1:00pm

Day 2 of Event:  
Time Gates Open:  
Ending Time:

Day 3 of Event:  
Time Gates Open:  
Ending Time:

Application Prepared by: Nicole Knoph and Mary Shanks

Title: Co-Event Coordinator  
Cell Phone: 727-432-1358

Address: 12340 Monarch Cir  
City: Seminole  
State: FL  
Zip: 33772

Email Address: dandknoph@gmail.com  
Additional Contact Person: Justin LeWinter  
Day Phone: 412-455-5085

What month/year were you incorporated as nonprofit? January 2000

List all 501(c)3 entities that will benefit from this event. CASANA and St. Petersburg SERTOMA Club

Name of the for-profit entity?

Describe how this event will contribute to the quality of life in and enhance the image of St. Petersburg.

The 2017 Tampa Bay Walk for Children with Apraxia will contribute to funds provided by the St/ Petersburg SERTOMA Noon Club in covering the costs of expensive speech evaluations at All Children's Hospital Speech and Language Outpatient Clinic in St. Petersburg for low income families and families without insurance. Funds raised through the walk will also provide direct support to local children through individual therapy grants and awards of iPads as communication tools. Families within a walk community have precedence for receiving grant funds, conference scholarships and iPads. The Walk for Apraxia event brings together children, families, service providers and school programs from across Central and West/South West Florida. Having the City of St. Petersburg Co-Sponsor the walk event with SERTOMA and CASANA will; enhance their image by connecting community providers and families while raising awareness and educating our community about the rare disorder of apraxia.

Describe what economic benefit and impact this event will bring to St. Petersburg.

Families from around the Central and West/South West region of Florida will come to attend the event. Families will be staying in and around the area frequenting local businesses and restaurants. Funds raised will go to support local community families with a child affected by Apraxia.

Each co-sponsored entity must possess liability insurance naming the City of St. Petersburg as an additional insured and secure said insurance in the amount determined by the City.

Does your group presently have liability insurance?  
[ ] YES  
[ ] NO  
How much? Expired on 05/23/2017 and will

Are there plans to sell or distribute beer/wine at your event?  
[ ] YES  
[ ] NO

Will there be an admission / registration fee?  
[ ] YES  
[ ] NO  
Advanced Fee: $20/$10  
Day of: $25/$15

Please provide the website address for your event: TBA

Please provide a phone number that can be advertised to the public: 727-432-1358

What is the estimated attendance for this event?  
Spectators:  
Participants: 600  
Last Year's Total Attendance: 500
Please check the equipment and/or facilities you are requesting.

Recreation Equipment

Showmobile (Yes/No)

# Bleacher(s) needed. Each bleacher approx. 180 people

Tables (6 ft) # needed

Chairs # needed

Public Address System

# of portable risers needed (4 in. x 8 in. x 16 in. sections)

Special Events Facilities

Non-City Locations

Which Location?

- Mahaffey Theater
- Coliseum
- Sunken Gardens
- Boyd Hill

The following departments may provide and charge for additional services. You will be provided cost estimates in your Co-sponsored Agreement.

POLICE: Public Safety Personnel, Marine Services

TRAFFIC: Personnel, Equipment (cones, barricades, no parking signs)

FIRE: Paramedics, Inspectors

PARKS SERVICES: Cleanup Personnel, Dumpster(s), Trash Receptacles, Event Site Preparation and Restoration

RECREATION SERVICES: On-site Presence, Logistics Help, Liaison with Other Departments

Note: The City does not provide tents, Port-O-Lets, or large quantities of tables and chairs.

I certify that the event will be open to all citizens and that individuals will not be barred from participation due to race, creed, color, national origin, sex, age, or physical impairment. I understand that a financial report of the event is due in the Parks and Recreation office within 30 days of the completion of the event. I also understand that the City is to be shown as a co-sponsor on any promotional materials produced for the event. I agree to obtain the required liability insurance and to secure all necessary city/county/state permits/licenses. I further certify that the facts contained in this application are accurate.

Name: Nicole Knoph

Co-Sign: Justin LeWinter

Title: Event Co-Coordinator

Title: Event and Volunteer MGR

Date: 05/29/2017

Date: 05/29/2017

NOTE: a. If person/entity preparing this application is not representing a nonprofit entity, the application must be co-signed by someone from a sponsoring nonprofit entity. A copy of the sponsoring entity's 501(c)3 designation must accompany this application.

b. If your entity has outstanding financial obligations with any department within the City of St. Petersburg, your application will not be processed until debt is paid.

c. Applications lacking information or the required completed appendixes listed below will not be processed.

PLEASE ATTACH THE FOLLOWING

1. Route map for parade, run, walk, and/or bike event.
2. Site map of event and detail schedule of each day's events including open and close times.
3. Complete Appendix B and Appendix C.
4. Check for $30.00 for co-sponsored application processing (non-refundable).
5. Check for park permit fee. See Appendix A for fee structure.
6. A copy of 501(c)3 designation (if applicable)

For further information, please call Lynn Gordon, Parks & Recreation Manager, 727-893-7766 or Email: StPeteEvents@stpete.org

Page 2 of 8
Review and check all conditions which apply to this event: Note the corresponding obligation for each condition.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Invited</td>
<td>General Liability Insurance</td>
</tr>
<tr>
<td>Located in Park</td>
<td>Park Permit</td>
</tr>
<tr>
<td>Vending Product / Merchandise Sales</td>
<td>Occupational License</td>
</tr>
<tr>
<td>Vending Food / Beverage</td>
<td>Health Inspection</td>
</tr>
<tr>
<td>Vendors / Exhibitors</td>
<td></td>
</tr>
<tr>
<td>Vending Beer / Wine</td>
<td></td>
</tr>
<tr>
<td>Erecting Tents - Larger than 10ft x 12ft</td>
<td>Alcohol Permit Additional insurance Required</td>
</tr>
<tr>
<td>Fence Installation</td>
<td>Temporary Structure Permit</td>
</tr>
<tr>
<td>Other Structures</td>
<td>Temporary Structure Permit</td>
</tr>
<tr>
<td>Open Flame Food Preparation</td>
<td>Temporary Structure Permit</td>
</tr>
<tr>
<td>Pyrotechnics</td>
<td>Fireworks Permit</td>
</tr>
<tr>
<td>Require Street Closure</td>
<td>Parade or Street Closure Permit(s)</td>
</tr>
<tr>
<td>VIP Area</td>
<td></td>
</tr>
<tr>
<td>Staging</td>
<td></td>
</tr>
<tr>
<td>Amplified Sound</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td></td>
</tr>
<tr>
<td>Sanitary Facilities - Port-O-Lets</td>
<td></td>
</tr>
<tr>
<td>Off-site Parking / Shuttle</td>
<td></td>
</tr>
<tr>
<td>Semitruck / Tractor Trailer</td>
<td></td>
</tr>
</tbody>
</table>

Marketing: Please check all that apply.

| Invitations                           | Radio                                  |
| Posters / Flyers                      | Television                             |
| Newspaper / Internet                  | Remote Broadcast                       |

City logo should be used in any promotional materials, posters, flyers, ads, website, public service announcements, and press releases.
Electrical Requirements:
Does your event require any power needs using more than the standard 110/20amp located in the parks? [ ] YES [ ] NO
If YES, check all that apply. [ ] RV'S [ ] Coffee Vendors [ ] Ice Bins [ ] Freezers [ ] Ice Cream Vendors [ ] Catering Trucks
[ ] Other:
Please explain the details of the above items checked. Tell us how much and what type of power they would require.

Will you supply your own generators? [ ] YES [ ] NO

Will your event have a licensed electrician on-site during the event? [ ] YES [ ] NO If YES, who?

Will your event be requesting any variances from City policies or procedures? If YES, please explain.

If City permits, licenses, or services are required for event, who will pay for them?
Name: Nicole Knoph/Justin LeWinter
Phone: 727-432-1358
Address (including zip): 12340 Monarch Cir, Seminole, FL 33772

Type of music, # of stages, and # of bands.
N/A

List Vending Products. Name & Provider.
N/A

For Use of Beer/Wine - Please provide name, address and phone number of the sponsoring 501(c)3 or catering company.
N/A

Explain subject/purpose of all speeches/demonstrations which will occur.

A brief introduction by the walk coordinator explaining apraxia, SERTOMA and CASANA's role in funding research, providing resources, therapy grants, and communication devices will occur. We will award each child with apraxia a medal then begin the walk.

Discuss your load in/load out parking needs, include times and dates.

Families will park in the parking lot next to the park between 8:00am and 1:00pm.
Other Comments: Please describe your fee structure.

... 

I represent and warrant that the purpose of the proposed activity/event and conduct of the sponsor(s) and the participants shall conform to all requirements of law and all ordinances of the State of Florida, Pinellas County, and the City of St. Petersburg including, but not limited to, City noise ordinances and Parks and Recreation Department Policies and Procedures. I acknowledge that failure to observe such laws, ordinances, or policies and procedures will result in an immediate cancellation of the event and all permits.

WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE PARKS AND RECREATION DEPARTMENT POLICIES AND PROCEDURES PERTAINING TO THE USE OF PARKS AND THE PARK RULES SET FORTH IN ARTICLE II, CHAPTER 21, OF THE ST. PETERSBURG CITY CODE, INCLUDING BUT NOT LIMITED TO THE INDEMNIFICATION AND INSPECTION OBLIGATIONS ASSUMED BY ME AND THE PERSON OR ENTITY ON WHOSE BEHALF THIS APPLICATION IS BEING MADE.

I certify that the facts contained in this application are accurate.

Name: Nicole Knoph  
Title: Event Co-Coordinator  
Date: 05/29/2017
Appendix A

Co-Sponsored Event Park Fee Structure

* Events in Vinoy Park will be assessed $300.00 per event day (e.g., 1 day event = $300.00, 2 days = $600.00, 3 days or more = $900.00) This includes the $30.00 park permit fee.

* Events in any other park will be assessed $200.00 per event day (e.g., 1 day event = $200.00, 2 days = $400.00, 3 or more days = $600.00). This includes the $30.00 park permit fee.

* The above fees will be due at the time you submit your application plus the $30.00 co-sponsored application fee.

* All co-sponsored event applications must be submitted at least 6 months prior to the event.

* Any application for a co-sponsored event submitted inside the six (6) month time frame will be assessed a non-refundable $1,200.00 late fee.

* The City requires payment in advance for all City services estimated and/or provided for first time events and one of a kind nonrecurring events.

* Payment will be required at least ten (10) business days prior to the start of the event and shall be in the form of cash, certified check, or an irrevocable bank letter of credit.

* All first time entities requesting events will be required to complete a credit application.
Appendix B
President or CEO
Responsible Party Information

Please complete the information below for each responsible party.

<table>
<thead>
<tr>
<th>Name of the <strong>Nonprofit</strong> Corporation:</th>
<th>Childhood Apraxia of Speech of North America / SERTOMA Club of St. Petersburg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Responsible Party (President or CEO ONLY):</td>
<td>Michele Atkins / Rob Shingler</td>
</tr>
<tr>
<td>Title of Responsible Party:</td>
<td>Executive Director/Founder / President</td>
</tr>
<tr>
<td>Physical Address of Responsible Party:</td>
<td>416 Lincoln Ave, 2nd Floor, Pittsburgh, PA 15209</td>
</tr>
<tr>
<td>Phone Number of Responsible Party:</td>
<td>412-343-7102</td>
</tr>
<tr>
<td>Email Address of Responsible Party:</td>
<td><a href="mailto:michelea@apraxia-kids.org">michelea@apraxia-kids.org</a></td>
</tr>
<tr>
<td>Nonprofit (Employee Identification Number):</td>
<td>EIN # 25-1858159 / EIN # 59-6213297</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the <strong>For-profit</strong> Corporation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Responsible Party (President or CEO ONLY):</td>
</tr>
<tr>
<td>Title of Responsible Party:</td>
</tr>
<tr>
<td>Physical Address of Responsible Party:</td>
</tr>
<tr>
<td>Phone Number of Responsible Party:</td>
</tr>
<tr>
<td>Email Address of Responsible Party:</td>
</tr>
<tr>
<td>For-profit (Employee Identification Number)</td>
</tr>
</tbody>
</table>

Please include a copy of the current IRS Nonprofit Affidavit / For Profit
**APPENDIX C**

**STATEMENT OF REVENUE AND EXPENSES FORM**

**PRIOR YEAR'S EVENT**

(Must be completed)

---

**Name of Event:** Tampa Bay Walk for Children with Apraxia  
**Date(s) of Event:** Oct 29, 2017

---

### I. REVENUE SOURCES (attach sheet if more space is needed)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Online preregistration and donations</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>2. Day of registration and donations</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>8. TOTAL GROSS REVENUE</td>
<td>$11,000.00</td>
</tr>
</tbody>
</table>

---

### II. EXPENSES (attach sheet if more space is needed)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Site rental</td>
<td>$650.00</td>
</tr>
<tr>
<td>2. Permits/application</td>
<td>$230.00</td>
</tr>
<tr>
<td>3. Port o Potties</td>
<td>$225.00</td>
</tr>
<tr>
<td>4. Table &amp; chair rental</td>
<td>$896.00</td>
</tr>
<tr>
<td>5. Tent rental</td>
<td>$1,420.00</td>
</tr>
<tr>
<td>6. Food/beverages</td>
<td>$300.00</td>
</tr>
<tr>
<td>7. DJ</td>
<td>$250.00</td>
</tr>
<tr>
<td>8. Talent/entertainment</td>
<td>$0.00</td>
</tr>
<tr>
<td>9. Event decor, give aways &amp; supplies</td>
<td>$200.00</td>
</tr>
<tr>
<td>10. Signage/banners</td>
<td>$0.00</td>
</tr>
<tr>
<td>11. Tshirts</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>12. Medals</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING EXPENSES</strong></td>
<td><strong>$7,871.00</strong></td>
</tr>
<tr>
<td><strong>TOTAL NET INCOME</strong></td>
<td><strong>$3,129.00</strong></td>
</tr>
</tbody>
</table>

---

### III. ALLOCATION OF NET INCOME (attach sheet if more space is needed)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 80% of Net income goes to apraxia programs (therapy grants, iPads program) and research</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>2. 20% towards operational expenses</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>6. TOTAL ALLOCATION OF NET INCOME</td>
<td>$11,000.00</td>
</tr>
</tbody>
</table>

---

Prepared by: Nicole Knoph  
Date: May 29, 2017
CHILDHOOD APRAXIA OF SPEECH ASSOCIATION
NICOLE KNOPHE
12340 MONARCH CIR
SEMINOLE FL 33772 USA

Purpose of Use: WALK FOR APRAXIA

Conditions of Use: Insurance Required

Other Information:
- Use of beer and wine: No
- Use of fencing: No
- Use of liquor: No

Date(s) and Time(s) of Use:
Starting: Sun 29 Oct 17 06:00 am
Ending: Sun 29 Oct 17 04:00 pm

Facility/Equipment
<table>
<thead>
<tr>
<th>Facility</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Extra Fee</th>
<th>Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flora Wylie Park</td>
<td>Sun</td>
<td>29 Oct 2017</td>
<td>06:00 AM</td>
<td>$0.00</td>
<td>$230.00</td>
<td>$0.00</td>
<td>$230.00</td>
</tr>
<tr>
<td>Park</td>
<td></td>
<td></td>
<td>04:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Fees:
- Co-Sponsored Application Fee: $30.00
- Co-Sponsored Park Permit Fee: $200.00

Charges:
- Fees: $0.00
- Extra Fees: $230.00
- Total: $230.00

Balance of rental due and payable immediately.

I have read this Agreement and agree to comply with the terms and conditions set forth in this Agreement. I also understand this Agreement is not final until approved and executed by the Parks and Recreation Superintendent or designee.

By: (Sign Name) NICOLE KNOPHE
(Print Name) CHILDHOOD APRAXIA OF SPEECH ASSOCIATION
Name of User Organization, If Applicable

CITY OF ST. PETERSBURG, FLORIDA

By: (Sign Name) Parks and Recreation Superintendent
(Print Name) Parks and Recreation Department

Supervisor II / Foreman
Manager

Approved or Rejected Date: ____________

Approved or Rejected Date: ____________

Printed: 25 Aug 2017, 08:52 AM
User: dwburns
The Americans with Disabilities Act (A.D.A.) guarantees equal opportunity for people with disabilities. Special accommodation requests such as sign language interpreters, taped or Braille materials, assistive listening devices, etc., should be made at least one week prior to the activity or program. Individuals using TTD devices, please contact us using the Florida Relay Service at 800-955-8771.
Rental #: 19327

CHILDHOOD APRAXIA OF SPEECH ASSOCIATION
12340 MONARCH CIR
SEMINOLE FL 33772 USA

WALK FOR APRAXIA

Amendment Reason: date change

i) Purpose of Use:
   Function: Not Changed

ii) Conditions of Use:
   Insurance Required

iii) Dates and Time of Use:
   # of Bookings: 1
   Starting: 29 Oct 2017
   Ending: 29 Oct 2017
   Expected: N/C

<table>
<thead>
<tr>
<th>Mode</th>
<th>Facility / Equipment</th>
<th>Day</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
<th>Function</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised</td>
<td>Flora Wylie Park - Park</td>
<td>Sat</td>
<td>13 May 2017</td>
<td>06:00 AM</td>
<td>13 May 2017</td>
<td>04:00 PM</td>
<td>Co-Sponsored Eve</td>
<td>$230.00</td>
</tr>
<tr>
<td>To Flora Wylie Park - Park</td>
<td>Sun</td>
<td>29 Oct 2017</td>
<td>06:00 AM</td>
<td>29 Oct 2017</td>
<td>04:00 PM</td>
<td>Co-Sponsored Eve</td>
<td>$230.00</td>
<td></td>
</tr>
</tbody>
</table>

iv) Additional Fees:

v) Payment Method:
   Damage Deposit: N/C
   Initial Due: N/C
   Prior Contract Total: $230.00
   Payable By: N/C
   Initial Pay: N/C
   Contract Total: N/C
   Statementing: N/C

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Oct 2017</td>
<td>$230.00</td>
</tr>
</tbody>
</table>

NICOLE KNOPHE

Supervisor II / Foreman

Manager

Superintendent

Date ____________________

[ ] Approved or [ ] Rejected

Date ____________________

[ ] Approved or [ ] Rejected

Date ____________________

[ ] Approved or [ ] Rejected

Date ____________________

User: dwburns
Contract/Permit Amendment
Printed: 25 Aug 2017, 08:52 AM
User: dwburns

Rental #: 19327

Amendment #: 2
Amended: 25 Aug 2017

CHILDHOOD APRAXIA OF SPEECH ASSOCIATION
12340 MONARCH CIR
SEMINOLE FL 33772 USA

WALK FOR APRAXIA

Amendment Reason: UPDATED

i) Purpose of Use:
   Function: Not Changed
   Description:

   Description:

ii) Conditions of Use:
   Insurance Required

iii) Dates and Time of Use:
   # of Bookings: 1
   Starting: N/C
   Ending: N/C
   Expected: N/C

iv) Additional Fees:
   Mode Extra Fee Old Qty. Old Amount New Quantity New Amount
   Added Co-Sponsored Application Fee 1 $30.00
   Deleted Co-Sponsored Application Fee 1 $30.00

v) Payment Method:
   Damage Deposit: N/C
   Adjustment: N/C
   Initial Due: N/C
   Prior Contract Total: $230.00
   Statementing: Due immediately

   Date Amount
   25 Aug 2017 $230.00

NICOLE KNOPHE
Date

Supervisor II / Foreman

Manager

Superintendent

[Approval options: Approved or Rejected]
Detail by Entity Name

Foreign Not For Profit Corporation

CHILDHOOD APRAXIA OF SPEECH ASSOCIATION OF NORTH AMERICA, INC.

Filing Information

Document Number: F15000000979
FEI/EIN Number: 25-1858159
Date Filed: 03/06/2015
State: PA
Status: ACTIVE

Principal Address

416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Mailing Address

416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Registered Agent Name & Address

FROMKNECHT, JEFF
980 NORTH FEDERAL HIGHWAY, SUITE 110
BOCA RATON, FL 33432

Officer/Director Detail

Name & Address

Title Executive Director

GRETZ, SHARON
416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Title Education Director

HENNESSY, KATHY
416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Title P

STURM, MARY
416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209
Title S

FREIBURGER, SUSAN
416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Title Treasurer

Zellers, Joshua
416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Title Director

Burns, Tim
416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Title Director

Lippert, Jeanne
416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Title Director

Wilson, John
416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Title Director

Purdy, Lincoln
416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Annual Reports

<table>
<thead>
<tr>
<th>Report Year</th>
<th>Filed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>03/24/2016</td>
</tr>
<tr>
<td>2017</td>
<td>03/17/2017</td>
</tr>
</tbody>
</table>

Document Images

- 03/17/2017 -- ANNUAL REPORT
- 03/24/2016 -- ANNUAL REPORT
- 03/06/2019 -- Foreign Non-Profit