



**OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION
Mobile Food Vendor Permit Application**

Please note that every ground transportation driver shall be affiliated with a company that is duly permitted by the Airport under the Airport Rules and Regulations. Regardless of the contractual relationship between the individual driver and the company, the company will be responsible for all fees and charges incurred by the drivers, and the company will be billed accordingly.

A non-refundable application fee is required. This fee must be submitted with the application materials. Applications received without payment of this fee and/or any required documents shall be deemed incomplete. Permits will not be issued for incomplete applications.

By accepting an Oakland Airport Permit, the Permit Holder acknowledges and agrees to abide by the Airport Rules and Regulations outlined in Port Ordinance 4255 and subsequent amendments and revisions.

Business Information

Vendor Business Name

Vendor Business Address
(Physical Address – No PO Boxes accepted)

City State Zip

Vendor Number Ext Vendor Fax

Email

Owner's Name

Mailing Address
(If different than above)

City State Zip

Owner Number Owner Cell

Owner Email
(If different than above)

Driver's License State Expiration Date

Authorized Signature

Date



OAKLAND INTERNATIONAL AIRPORT GROUND TRANSPORTATION

Operator Category Requirements

The documents listed below must be included in each application submittal.

All documents must be submitted together. Failure to submit all required documents will result in an incomplete application which will be returned to the applicant. Permits will not be issued for incomplete applications.

Catering

- Application
- Business Tax Certificate
- Vendor Permit from Community & Economic Development Agency (CEDA)
- Alameda County Environmental Health Services Permit
- California Driver's License for business owner and all employees
- Insurance - General/Auto/Workers Comp. (if required)
- Vehicle Registration (copy)
- Propane Check
- Six photographs showing different views (2) interior and (4) exterior (First time Applicants)
- Food Proportion Course



**OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION**

Insurance Requirements

MOBILE CATERING TRUCKS

Licensee shall maintain in force during the term of this License and Concession Agreement Comprehensive or Commercial General Liability Form insuring Bodily Injury and Property Damage Liability, including:

- Comprehensive/ Commercial General Liability\$1,000,000.00
- Automobile Liability\$1,000,000.00
- Statutory Workers' Compensation coverage under California law ...\$1,000,000.00

MOBILE CATERING CARTS

- Comprehensive/ Commercial General Liability \$250,000.00
- Automobile Liability \$250,000.00
- Statutory Workers' Compensation coverage under California law \$250,000.00

CERTIFICATES OF INSURANCE MUST SHOW THE FOLLOWING:

- That "the City of Oakland, a municipal corporation, acting by and through its Board of Commissioners, Port of Oakland, its Officers, Agents and Employees are additional insureds on the Business Automobile Liability policy;
- That all insurance is primary and non-contributory with insurance carried by the Port of Oakland;
- That the Automobile Liability policy contain a cross liability or separation of insureds clause;
- That the Commercial General Liability and Automobile Liability Insurance policies contain cross liability or separation of insured provisions;
- That the Port of Oakland Risk Transfer Office shall receive 30-days advance written notice of cancellation, non-renewal, or material reduction in coverage;
- That all insurance policies provide a waiver of subrogation in favor of the City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners, Port of Oakland, its officers, Agents and Employees.

Operations or occupancy may be interrupted without proper evidence of insurance.

Should you or your insurance company representative have any questions pertaining to the insurance requirements as listed above, please contact: **Port Insurance Analyst - Airport Risk Transfer Office** - **Audrey Forte-Green** at 510-563-3631 / Fax: 510-636-0626 / email: aforte@portoakland.com



**OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION**

Credit Card Authorization Form

MasterCard / Visa
(Please PRINT or TYPE)

PSC/TCP Permit # Permit #

Name on Credit Card

Company Name

Billing Address

Phone

Application Fee Flat-Fee Green Fee Security Deposit Other

I hereby authorize the Port of Oakland to charge my credit card.

Authorized Signature Date

Credit Card No:

CCV:
(last 3 digits verification numbers on back of card)

Expiration Date:

Name on Credit Card:

If you have any question, please call the Ground Transportation Unit at (510) 466-7840.



**OAKLAND INTERNATIONAL AIRPORT
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Fees

Catering

Security Deposit.....	\$500 (One-time deposit / refundable)
Mobile Food Truck.....	\$425 per month
Mobile Food Cart.....	\$325



OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION

BUSINESS CLOSURE FORM

Date

Please close my permit/contract with Oakland International Airport.

Owner -
Fleet Manager

Company Name

Company Address
(Physical Address – No PO Boxes accepted)

City

State

Zip

Email

Phone Number

Ext

Fax Number

I certify the above information is correct and current.
(Owner/Company Authorized Representative Only)

Print Name

Authorized Signature

Date



OAKLAND INTERNATIONAL AIRPORT
GROUND TRANSPORTATION

CONTACT INFORMATION FORM

Date

Please update my contact information with Oakland International Airport as indicated below.

Owner -
Fleet Manager

Company Name

Company Address
(Physical Address – No PO Boxes accepted)

City

State

Zip

Email

Phone Number

Ext

Fax Number

I certify the above information is correct and current.
(Owner/Company Authorized Representative Only)

Print Name

Authorized Signature

Date