



UNA FOOD TRUCK VENDOR

PROCEDURES CHECKLIST

STEP 1: VENDOR APPROVAL VERIFICATION

- **Contact GUC Operations & Events Management** at (256) 765-4658.
- GUC Ops will verify the vendor's status using the current City of Florence approved list, obtained monthly from Chris Faust, License Inspector (cfaust@florenceal.org).
 - A vendor is considered "approved to operate at UNA" only if they appear on this list. **The vendor must have:**
 - Current Fire Inspection Certificate
 - Current Health Permit
 - Current City of Florence Business License



STEP 2: NOTIFY DINING SERVICES

- GUC Operations will contact Susan Breer (susan.breer@compass-usa.com) at Chartwells to confirm whether the proposed food truck conflicts with Chartwells' exclusivity agreements.
- **Confirmation must be received before scheduling the truck.**

STEP 3: RESERVE PARKING LOT OR SPACES

- Employees must use Mazevo to reserve parking lots or spaces through UNA Police Department: [Parking Lot Reservations \(video guide\)](#)
- **Registered Student Organizations:** Advisors must submit requests in Mazevo.

IMPORTANT INFORMATION

- Early planning is encouraged to avoid scheduling or compliance delays.
- Vendors must use Coke products when serving on campus.
- Coke products must be purchased directly through Coca Cola by contacting Dale Bowling
 - dalebowling@ccbuc.edu
 - cell 256-762-7098 / office 256-764-5921 ext 21516
- *Exceptions include freshly made items such as lemonade, coffee, tea, smoothies, etc.*

