

THE ALCHEMIST'S ASSEMBLY

Food Truck Vendor Guidelines & Setup Information

Thank you for your interest in serving at **The Alchemist's Assembly: An Evening of Magic, Makers & Moonlight.**

EVENT DETAILS

Date: Saturday, October 31, 2026

Location:

Francis Field
25 W. Castillo Drive
St. Augustine, Florida 32084

Event Hours: 4:00 PM – 10:00 PM

Anticipated Vendor Load-In: 12:00 PM – 3:00 PM

Anticipated Vendor Breakdown: 10:00 PM – 12:00 AM

LOAD-IN PROCEDURES

If accepted, food truck vendors should expect the following general load-in procedures:

- Arrive during the designated load-in period.
- Check in with Gather & Glow Events staff upon arrival.
- Proceed directly to your assigned location.
- Trucks must be fully positioned, operational, and ready to serve prior to event opening.
- Once parked, trucks may not be moved until authorized by event staff after the event concludes.

Please keep all loading lanes clear and follow the directions of event staff at all times.

Detailed arrival instructions and truck assignments will be provided prior to the event.

FOOD TRUCK REQUIREMENTS

Event Theme

The Alchemist's Assembly is an immersive experience inspired by Victorian gothic elegance, steampunk curiosities, ancient alchemy, and moonlit magic.

Food trucks are encouraged to embrace the atmosphere by decorating serving windows, counters, menu displays, and staff attire to complement the event theme. Simple decorative touches can make a meaningful contribution to the guest experience.

Costumes & Attire

Food truck staff are encouraged to wear costumes or themed attire appropriate to the event whenever practical. Whether you choose Victorian, steampunk, mystical, gothic, or whimsical inspiration, your participation helps bring the magic to life.

Generator Requirements

Limited electrical hookups are available and must be requested during the application process. Electrical service cannot be guaranteed.

Food trucks without an assigned electrical hookup must provide their own generator capable of operating safely throughout the event. Generators should be well-maintained, safely operated, and should not create excessive noise, fumes, or hazards for guests or neighboring vendors.

Licensing & Health Requirements

Food vendors are responsible for maintaining all licenses, permits, certifications, and inspections required by the State of Florida and local authorities.

All food must be prepared, stored, handled, and served in accordance with applicable health and food safety regulations.

Fire Safety

Food trucks using propane, open flames, fryers, grills, or other cooking equipment must comply with all applicable fire safety regulations.

Each truck must have properly maintained fire extinguishers readily accessible, and any required fire suppression systems must be fully operational.

Menu Approval

Please submit your proposed menu with your application.

Gather & Glow Events strives to provide guests with a diverse culinary experience. Menu selections may be reviewed to minimize unnecessary duplication among participating vendors.

Any significant menu changes after acceptance must receive prior approval from Gather & Glow Events.

DURING THE EVENT

- Food trucks are expected to remain open and serving guests for the entire event.
 - Early departure is not permitted.
 - Menu items should remain consistent with those approved during the application process unless prior approval has been granted.
 - Pricing should be clearly displayed.
 - Service areas should remain clean, organized, and professional throughout the event.
 - Vendors are responsible for disposing of all trash, grease, wastewater, and cooking waste in accordance with applicable regulations. Dumping grease or wastewater anywhere on the event grounds is strictly prohibited.
 - Music should be kept at a reasonable volume and may be restricted at the discretion of event staff.
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BREAKDOWN

Food trucks may not begin closing or packing before the event officially ends.

Vehicle movement will begin only after pedestrian traffic has cleared and event staff has authorized departure.

Each food truck is responsible for leaving its assigned space clean and free of trash, grease, food waste, and debris.

PHOTOGRAPHY & MARKETING

By participating in The Alchemist's Assembly, vendors grant Gather & Glow Events permission to photograph and record the event and to use images or video containing vendor booths, products, and participants for promotional and marketing purposes without compensation.

PRODUCT CATEGORIES & EXCLUSIVITY

Acceptance into the event does not guarantee category exclusivity. Multiple vendors offering similar products or services may be accepted at the discretion of Gather & Glow Events in order to create a balanced and diverse marketplace.

VENDOR FEES & REFUNDS

Vendor fees are non-refundable unless the event is canceled by Gather & Glow Events.

The event is held rain or shine. Refunds will not be issued due to inclement weather, personal emergencies, scheduling conflicts, or inability to attend.

RIGHT OF REFUSAL

Gather & Glow Events reserves the right to refuse, revoke, or terminate participation at its sole discretion if a vendor's products, booth presentation, behavior, or failure to comply with event guidelines is deemed inconsistent with the vision, standards, or safety requirements of the event.

Removal from the event does not entitle the vendor to a refund.

WEATHER & PREPAREDNESS

The event will take place rain or shine unless severe weather conditions create an unsafe environment.

Vendors are responsible for providing all necessary equipment, including tents, weights, tables, chairs, lighting, extension cords, and any other supplies required for their booth. Vendors should come prepared for changing weather conditions.

VENDOR CODE OF CONDUCT

Professionalism & Courtesy

Vendors are expected to treat guests, fellow vendors, performers, volunteers, and event staff with courtesy and respect at all times.

Follow Event Staff Directions

For the safety and smooth operation of the event, vendors must comply with instructions provided by Gather & Glow Events staff, volunteers, security personnel, and venue representatives.

Maintain a Positive Atmosphere

The Alchemist's Assembly is intended to be a fun, immersive, and family-friendly experience. Disruptive, aggressive, or inappropriate behavior will not be tolerated.

Respect Neighboring Vendors

Please be mindful of neighboring booths. Excessive noise, strong odors, or activities that interfere with nearby vendors are prohibited without prior approval.

Booth Presentation

Vendors are expected to maintain a clean, attractive, and professional booth throughout the event.

Compliance

Failure to comply with event guidelines or instructions from event staff may result in removal from the event without refund and may affect participation in future Gather & Glow Events.

SALES TAX, LICENSING & PERMITS

Vendors are solely responsible for complying with all applicable federal, state, and local laws and regulations. This includes collecting and remitting sales tax, maintaining any required business licenses or permits, and ensuring that all products sold comply with applicable laws.

Food vendors and vendors selling regulated products must possess any licenses, permits, or certifications required by the State of Florida, St. Johns County, and the City of St. Augustine.

LIABILITY

Participation in The Alchemist's Assembly is voluntary. Vendors assume all responsibility for their booth, merchandise, equipment, employees, and activities.

Gather & Glow Events, its owners, staff, volunteers, venue partners, sponsors, and affiliates shall not be held liable for any loss, theft, damage, injury, illness, accident, or claims arising from participation in the event.

Vendors are encouraged to carry their own liability insurance.

CANCELLATION POLICY

Gather & Glow Events reserves the right to cancel, postpone, modify, or relocate the event due to severe weather, emergencies, venue requirements, acts of God, governmental restrictions, or circumstances beyond its control.

In the event of cancellation by Gather & Glow Events, vendor fees may be refunded or transferred to a future event at the sole discretion of Gather & Glow Events.

PROHIBITED ITEMS

Gather & Glow Events reserves the right to prohibit the sale or display of any item deemed unsafe, offensive, illegal, counterfeit, or inconsistent with the spirit and standards of the event.

Vendors may not sell weapons, illegal substances, drug paraphernalia, or other prohibited items. The sale of alcohol is prohibited unless specifically authorized by the event organizer and all applicable licensing requirements have been met.

AGREEMENT

Submission of an application and/or acceptance into The Alchemist's Assembly constitutes acknowledgment and acceptance of these guidelines and requirements.

Gather & Glow Events reserves the right to interpret, amend, and enforce these policies as necessary to ensure the safety, integrity, and overall experience of the event.

Thank you for helping us create an unforgettable evening of magic, makers, and moonlight.

✨ Gather & Glow Events

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