

Planner Pack

Corporate event logistics & procurement · Florida Flower Truck · Central Florida



FLORIDA FLOWER
TRUCK

The on-site flower experience that builds your culture. Your brand on the truck, your team building their own bouquets, and a moment of appreciation they carry home. Appreciation that goes home: when your team carries their bouquets home, their families feel it too.

Experiences	Mobile Bouquet Bar (\$35/guest, 50-guest minimum, 5-bloom bouquet with greenery & baby's breath included) · Flower Crown Experience (\$55/crown, 50 minimum)
Included	Custom flower & color palettes · personalized chalkboard/decal messaging · photo backdrop · Floweristas helping wrap bouquets and fit crowns · option to donate florals to a community partner
Travel	Included within 20 miles of Apopka; beyond that \$50/hour + \$0.67/mile
Insurance	Current \$1M per occurrence / \$2M aggregate General Liability (Berkshire Hathaway). Certificates name your organization or venue as certificate holder. We send our certificate of insurance (COI) once your date is booked, or within one business day if you need it sooner. Send venue requirements when you book.
The truck	1996 Honda Acty kei truck — about 10 ft 8 in long × 4 ft 7 in wide × 5 ft 7 in tall (3,255 × 1,395 × 1,710 mm, manufacturer spec). Fits within a standard parking space. Height can vary depending on umbrellas.
Recommended setup space	Plan for about 20 ft × 15 ft: the truck plus room on the service side for guests to gather and our Floweristas to work. For larger events we can add flower carts in front of the truck to expand service and handle larger groups; we'll plan the larger footprint with you.
Indoor option	For indoor events we offer a charming table and cart setup, with umbrellas and chalkboards — no truck needed indoors.
Surface & access	A flat, level spot the truck can drive onto — pavement, a parking space, a patio or firm lawn. Tell us about any slopes, stairs or tight load-in and we'll plan around it.
Power	None needed. The truck is fully self-sufficient — no outlets, generators or extension cords.
Large venues	We've set up inside the Orange County Convention Center in Orlando and are familiar with large-venue requirements. If your venue or client has specific requirements, we'll work through them together.
Branding	Your brand is the star: the truck carries no prominent vendor branding. It's a clean canvas for a custom decal with your logo or event theme, plus chalkboard messaging.
Guest flow	Works as a send-off station at the exit (guests leave with a bouquet and the event wraps on time) or as line relief at receptions, spreading guests out so bar and food lines stay manageable. Placement and staffing planned around your headcount.
Setup & teardown	Setup takes about 45 minutes before service; teardown takes about 30 minutes.
Why us	Corporate events ask more of a vendor: volume, polish and an understanding of your culture. That's where we shine. We treat every event as an extension of your company, because to your employees, we are — so we show up professional, polished, on-brand and on time. We've even delivered a wedding the day after a hurricane.
Service formats	Pre-made bouquets — fastest; ideal for very large groups or tight timelines such as grab-and-go send-offs. Build-your-own bouquet bar — the full interactive experience. A mix of both — guests who want to linger build their own while others grab one ready-made. We recommend the right format for your headcount, timeline and event goals. Same \$35/guest pricing.
Service window	Typical service window is 1–3 hours, tailored to your event.
Weather	Rain plan, your choice: we set up under an awning or covered area that works for your guests, or convert to our indoor table and cart setup. We don't set flowers out in the rain — it damages the blooms and the guest experience — so every guest gets fresh, beautiful flowers. Summer events: we recommend our indoor table and cart setup to keep blooms fresh and guests comfortable.
Lead time	Book as early as possible to secure your date. Short-notice requests are often possible, with a rush fee.
Deposit & balance	\$250 deposit to hold your date. 50% of the total is due 30 days before the event, and the full remaining balance is due 14 days before.
Payment methods	All major credit cards, Zelle, Venmo and checks.
W-9 & vendor setup	W-9 available on request.
Approved vendor	Orange County Public Schools
Final headcount	Final headcount and crown count are due with the 50% payment, 30 days before the event.
Cancellation	Cancel 30 or more days before the event: full refund, including the \$250 deposit. Cancel within 30 days of the event: the 50% payment is forfeited.
Contact	(520) 247-1404 (call or text) · events@floridaflowertruck.com

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