

PORTMIAMI

GROUND TRANSPORTATION BUSINESS PERMIT REQUIREMENTS

PortMiami's Tariff No. 010 requires all companies engaging in a business transaction or providing services on the Port to obtain a business permit, provide evidence of insurance coverage, and comply with all other applicable provisions of the tariff and/or other pertinent regulations issued by the Port Director and the Miami-Dade County Code.

Approval of a business permit allows the holder to conduct business at PortMiami in accordance with rules and requirements of the Port Tariff, Port Director and the Miami-Dade County Code. Companies are expected to comply with all applicable local, State and Federal regulations.

Incomplete applications will not be accepted and will be returned to the applicant.

REQUIRED DOCUMENTATION:

1. Permit Application Forms

- Permit Application
- Consent to Tariff Agreement & Insurance Indemnification Agreement Forms
- Transponder Receipt Affidavit
- Replenishment Account & Payment Agreement

2. Certificate of Liability Insurance

- Certificate of Liability Insurance shall name Miami-Dade County as **Certificate Holder** and **Additional Insured** as respects to General Liability. Certificate Holder Section shall read as follows:

Miami-Dade County
Seaport Department, PortMiami
1015 North America Way
Miami, Florida 33132

- Minimum insurance coverage shall not be less than \$100,000 per person and \$300,000 per accident for bodily injury and \$50,000 per accident for property damage.
- Certificate shall include a comprehensive listing of vehicles covered on the insurance policies.
- Insurance renewals must be submitted to the Port's Permit Section at least five (5) days prior to the policy's expiration date

3. Permit & Other Applicable Fees

- Initial Permit Fee: \$700.00 (Includes \$350.00 Non-refundable Processing Fee)
- Annual Renewal Fee: \$350.00
- Permit renewals not received by the expiration date shall be cancelled, and the initial processing fee (\$350.00) and annual permit fee (\$350.00) shall be required for reinstatement
- Permit fees shall be applied on an annual basis commencing on the date of issuance



PORTMIAMI

GROUND TRANSPORTATION BUSINESS PERMIT REQUIREMENTS

- As stipulated in Section 10, Item 714 of Port Tariff No. 010, Ground Transportation companies conducting business activities at the Port shall be subject to the following per-trip fees:

Pre-paid Accounts

Limousines and Vans (14 Passengers or Less)	\$ 4.50	Per Trip
Mini-Buses (15 - 32 Passengers)	\$ 9.00	Per Trip
Buses / Motor Coaches (33 or More Passengers)	\$ 18.00	Per Trip

Non Pre-paid Accounts

Limousines and Vans (14 Passengers or Less)	\$ 6.00	Per Trip
Mini-Buses (15 - 32 Passengers)	\$ 11.00	Per Trip
Buses / Motor Coaches (33 or More Passengers)	\$ 20.00	Per Trip

4. Vehicle Registrations

- All registered vehicles will be issued an electronic transponder that must be affixed to the vehicle's windshield. Transponders assigned to registered vehicles are non-transferrable. The following replacement fees apply
- Fee in the amount of \$25.00 applicable for replacements.
- Any fleet changes must be reported to the Port immediately.

5. Local Business Tax Receipt / Occupational License

6. Passenger Motor Carrier Permit – Applicable only to companies registered in Miami-Dade County

7. US DOT Number/MC Number — All Motor Carriers must maintain an active US DOT Number and, if applicable, an active Motor Carrier operating authority number (MC Number). This information will be checked through the FMCSA/SAFER System.



PORTMIAMI

MIAMI-DADE COUNTY SEAPORT DEPARTMENT APPLICATION FOR PERMIT TO CONDUCT PRIVATE BUSINESS ON PORTMIAMI PROPERTY

Company's Legal Name _____	Application No. <div style="border: 1px solid black; width: 100%; height: 40px;"></div>
DBA (Doing Business As) _____	
Website _____	

Name _____	Name _____
Title _____	Title _____
Address _____	Address _____
City _____	City _____
State _____ Zip Code _____	State _____ Zip Code _____
Office No. _____	Office No. _____
Mobile No. _____	Mobile No. _____
Fax No. _____	Fax No. _____
E-Mail _____	E-Mail _____

PERMIT FEES & CATEGORIES

- | | | |
|--|--|--|
| <input type="checkbox"/> Car Rental Non-Concessionaire (\$350) | <input type="checkbox"/> Fuel / Bunker Barges (\$200,000 - Up to 5 Barges) | <input type="checkbox"/> Ship Chandler & Supplier (\$1,000.00) |
| <input type="checkbox"/> Cartage Trucking (\$350) | <input type="checkbox"/> Fuelling of Vessels by Truck (\$350) | <input type="checkbox"/> Ship Repairs (\$350) |
| <input type="checkbox"/> Crane Rental Service (\$350) | <input type="checkbox"/> Lunch Truck Operator (\$2,500) | <input type="checkbox"/> Shipping & Cruise Lines (\$0) |
| <input type="checkbox"/> Delivery by Car / Van (\$350) | <input type="checkbox"/> Marine Consultants / Surveyor (\$350) | <input type="checkbox"/> Stevedoring (\$5,800) |
| <input type="checkbox"/> Distribution of Merchandise (\$350) | <input type="checkbox"/> Portable Telecomm. Antennas (\$24,000.00) | <input type="checkbox"/> Tenants (\$350) |
| <input type="checkbox"/> Equipment Leasing (\$350) | <input type="checkbox"/> Pre-Arranged Ground Transportation (\$350) | <input type="checkbox"/> Tow Trucks & Vehicle Delivery (\$70) |
| <input type="checkbox"/> Equipment Maintenance & Repairs (\$350) | <input type="checkbox"/> Ship Agent (\$1,750) | <input type="checkbox"/> Tug Services (\$15,000 per tug) |

Other (Indicate business to be conducted) _____

Non-Refundable Initial Processing Fee (All categories except Shipping/Cruise Lines, Tenants & Towing) \$350.00

Initiation / Reinstatement Fee for Tug Services \$6,000.00

REQUIREMENTS FOR INSURANCE CERTIFICATE, CONSENT TO PORT TARIFF & INDEMNIFICATION

All users of the Port facilities are required to carry Comprehensive General Liability Insurance and/or Automobile Liability Insurance and to furnish Port Miami with a Certificates of Liability Insurance. Such insurance shall be in amounts not less than \$100,000 per person and \$300,000 per accident for bodily injury, and \$50,000 per accident for property damage. Different insurance requirements apply to cartage and stevedoring companies. **Insurance policies for general and vehicle liability must show Miami Dade County as both CERTIFICATE HOLDER and ADDITIONAL INSURED.**

The use of the waterways and piers, wharves, bulkheads, docks and other facilities under the Jurisdiction of the Seaport Department shall constitute a consent to the terms and conditions of this tariff and evidence an agreement on the part of vessels, their owners and agents and other users of such waterways and facilities to pay all charges specified in this tariff and be governed by all rules and regulations published herein. Permit applicant agrees to indemnify and hold harmless Miami-Dade County from any and all liability, losses or damages arising out of, resulting from or relating to the applicant's use of Port facilities.

Permit applicant is responsible for all applicable fees, rules and regulations as contained in Port of Miami Tariff No. 010. Permit renewals not received by the expiration date are considered late and the initial processing fee is required for reinstatement. The undersigned represents that he/she has authority to submit this application on behalf of the above-named entity. The permit applicant agrees to comply with all applicable laws, including the Code of Miami-Dade County, Port of Miami Terminal Tariff No. 010 and all regulations or directives issued by the Port Director or Seaport Department staff.

Name (Print or Type) _____	Title _____
Authorized Signature _____	Date _____

BUSINESS PERMIT APPROVAL - FOR OFFICIAL USE ONLY

Port Director _____	Permit No. _____
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PORT MIAMI

CONSENT TO TARIFF AGREEMENT

The use of the waterways and piers, wharves, bulkheads, docks and other facilities under the jurisdiction of the Seaport Department shall constitute a consent to the terms and conditions of Port Tariff No. 010 and evidence an agreement on the part of vessels, their owners and agents and other users of such waterways and facilities to pay all charges specified in this tariff and be governed by all rules and regulations published herein.

No one may engage in a business transaction or provide services on the Port of Miami-Dade without first obtaining a business permit, supplying evidence of insurance coverage, and complying with all other applicable provisions of the tariff and/or other pertinent regulations issued by the Port Director and the Miami-Dade County Code. Permit holder shall remain in compliance of all insurance and indemnification requirements as stipulated in the Port tariff.

Permit holder agrees to comply with all applicable laws, including the Code of Miami-Dade County, Port of Miami Terminal Tariff No. 010 and all regulations or directives issued by the Port Director or Seaport Department staff. Issuance of a business permit does not imply permission to violate any existing regulatory laws of the State, County or Municipalities, nor does it exempt the holder from obtaining any licenses or permits required by local, state or federal law.

Obtaining a permit to do business at the Port of Miami does not entitle the holder of the permit to, including but not limited to, land offices, access to restricted areas, guaranteed business opportunities, etc. The permit only allows the holder to conduct business at the Port of Miami as per the rules and requirements of this Tariff.

Any changes in the permit holder's operations must be notified immediately and approved by the Port Director. Name or category changes will be treated as a new applicant and shall pay the initial processing fee and annual permit fee. A new permit application must be submitted immediately to the Permits Section for processing and approval.

Permit renewals not received by the expiration date are considered delinquent; the initial processing fee shall be required for reinstatement. Permit renewals are subject to satisfaction of any outstanding balances due to the Seaport Department.

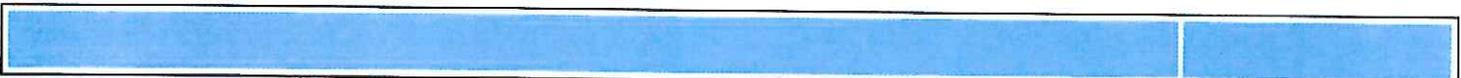
The Port has discretion in denying the issuing of a new permit and/or the renewal of a permit based on any circumstance and/or known fact that is not consistent with the Port's requirements and operating guidelines, such as, but not limited to: payment history, outstanding claims, criminal record, and convictions, etc. Permits may be revoked at any time by the Port Director at his/her sole discretion, in which case a pro-rata refund will be issued.

The undersigned confirms that he/she has authority to submit this agreement on behalf of the below-named entity. The undersigned has read and understood the terms of this accord and agrees to all its terms and conditions.

Name _____

Signature _____

Date _____





INSURANCE & INDEMNIFICATION AGREEMENT

All users of Port facilities shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, fines, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, notices of violation, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the users' use of Port facilities.

All users shall pay all claims, fines and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay costs, fines, judgments and attorneys' fees which may issue thereon, provided the County shall have given reasonable written notice of such matter with full right to defend and shall cooperate in such defense.

Certificates of insurance evidencing such insurance shall name Miami-Dade County and PortMiami as Certificate Holder and Additional Insured as respects General Liability. Certificate Holder section should read as follows:

Miami-Dade County
Seaport Department, PortMiami
1015 North America Way, Miami, FL 33132

All permitted users of the Port facilities shall be required to carry Comprehensive General Liability and/or Auto Liability. Such insurance shall be in amounts not less than \$100,000 per person and \$300,000 per accident for bodily injury, and \$50,000 per accident for property damage. Cartage & Trucking companies must show proof of insurance evidencing at least \$1,000,000 in vehicle liability insurance coverage. Additional coverage may be required pursuant to other sections of the Port Tariff.

All Certificates of Liability Insurance shall be properly dated and signed, include a cancellation notice, and contain a detailed listing of drivers and vehicles covered on the policy.

Any changes to the insurance policies must be submitted to the PortMiami Permit Section immediately. Failure to provide updated insurance information will result in the suspension of the permit until the information is received. Renewal certificates shall be submitted at least five (5) days prior to the noted expiration date. This will assure your company uninterrupted access to PortMiami premises and/or employee applications or renewals of identification badges.

Trucking companies must provide the Permits Section with an updated list of insured drivers and vehicles. Any discrepancies may result in the temporary suspension of the permit, a fine of \$3,000, and ultimately the revocation of the permit as required by PortMiami Tariff No. 010. Furthermore, if the Permit Section finds that any permit holder or cartage company has acted fraudulently in attempting to prove the required insurance coverage, the permit holder, its owners and officers, and/or the insurance agent(s) involved in the fraudulent conduct shall be banned from doing business at the Port of Miami for three (3) years.

The undersigned confirms that he/she has authority to submit this agreement on behalf of the company. The undersigned has read and understood the terms of this accord and agrees to all its terms and conditions.

Name _____

Signature _____

Date _____





PRE-ARRANGED GROUND TRANSPORTATION RULES & REGULATIONS

All ground transportation companies operating at PortMiami must comply with the following rules and regulations:

- 1. Maintain an active business permit at all times.**
 - Permit shall remain in effect through the effective expiration date, contingent on compliance with all applicable provisions of the Port Tariff.
 - Permit renewals not received by the expiration date shall be cancelled, and the initial processing fee and annual permit fee will be required for reinstatement.

- 2. Maintain and provide Permits Section with current Certificate of Liability Insurance adhering to the following guidelines:**
 - Certificate Holder Section must read as follows:

Miami-Dade County / PortMiami
1015 North America Way, Miami, FL 33132
 - Miami-Dade County / PortMiami shall be named as an Additional Insured.
 - Minimum insurance coverage shall not be less than \$100,000 per person and \$300,000 per accident for bodily injury and \$50,000 per accident for property damage.
 - Certificate shall include a comprehensive listing of vehicles covered on the insurance policy.
 - Insurance renewals must be submitted to the Port's Permit Section at least five (5) days prior to the policy's expiration date.

- 3. Maintain and provide Permits Section with current vehicle registrations.**

- 4. Maintain and provide Permits Section with current municipal & operational licenses.**
 - Business permit does not imply permission to violate any existing municipal, state or federal rules and regulations, nor does it exempt the holder from any licenses or permits required by law.

- 5. Register and install transponders in all vehicles working at the Port.**
 - Any and all changes made to respective fleet are to be reported immediately as they occur.
 - The Port reserves the right, at any time, to inspect, and validate the issued transponders to assure proper usage and compliance with all rules and regulations.
 - Transponders are not transferrable.
 - Replacement fees apply for damaged/lost transponders.

- 6. Register for automatic replenishment (Pre-Paid Account) and meet financial responsibilities.**
 - In the event that a replenishment account is not set up or does not have sufficient funds, an invoice will be generated and mailed to the customer with the monthly charges.

- All charges assessed under this tariff are due and payable upon presentation. Any invoice remaining unpaid the last day of the month following the month billed will be considered delinquent and the company will be placed on a delinquent list. Delinquent accounts will be subject to default proceedings and collection actions.

7. Comply with Port's Parking & Staging regulations as follows:

- Ground transportation vehicles are to stage in the allocated Ground Transportation Lot(s). Vehicles are to remain inside the lots until called upon by the greeters for immediate pick up of their passengers with reservations.
- Ground transportation vehicles are not to circle the Port as they wait for passengers to exit the terminal.

8. Follow guidelines for greeters working at cruise terminals:

- Greeters must have a valid PortMiami identification card while working at the cruise terminals. They are only allowed to greet their company clients and shall not sell or attempt to sell on-demand transportation services.
- Greeters are to stand at a pre-approved waiting area, designated solely by the Port.
- Greeters must use a proper and professional signs in greeting their clients, which cannot be made of paper, cardboard, or any other type of disposable material.
- Greeters are only allowed to carry signs with their company information, not destinations.

9. Comply with license and operational requirements stipulated by any other County, State or Federal oversight and regulatory agencies (i.e. Miami-Dade County Regulatory and Economic Resources Department, Department of Transportation, etc.).

- Business permit does not imply permission to violate any existing municipal, state or federal rules and regulations, nor does it exempt the holder from any licenses or permits required by law.

Ground transportation companies that do not adhere to these operational requirements shall be subject to various administrative fees ranging from \$100.00 to \$1,000 depending on the type and frequency of the violation.

I hereby acknowledge that I have read and agree to comply with the statements above.

Company Name: _____

Print Name: _____

Signature: _____

Date: _____



PRE-ARRANGED GROUND TRANSPORTATION REPLENISHMENT ACCOUNT & PAYMENTS

All ground transportation companies are required to pay for monthly trip fees using the online services, by means of either the account replenishment method or making a payment on a one time basis. In the event that a replenishment account is not set up or does not have sufficient funds, an invoice will be generated and mailed to the customer with the monthly charges.

All charges assessed under this tariff are due as they accrue, and invoices issued by the Port are due and payable upon presentation. Any invoice remaining unpaid the last day of the month following the month billed is delinquent, and the Port user will be billed and placed on a delinquent list. A delinquent invoice is subject to a penalty charge of one and one half percent (1-1/2%) for each month that said invoice remains delinquent at end of the month.

It is the company's responsibility to make sure all financial responsibilities have been met. Failure to pay outstanding **invoices as stipulated in PortMiami Tariff No. 010 shall result in the suspension or revocation of the company's business permit.** The Port reserves also reserves the right to request that the entire account balance be paid immediately if customer fails to meet financial obligations, including adhering to and complying with payment agreements established by the Credit & Collections Section.

I hereby acknowledge that I have read and agree to comply with the statements above. I understand that the issuance or renewal of a permit will be contingent upon verification of enrollment in the replenishment payment system or successful payment of outstanding invoices.

Company Name: _____

Address: _____

Print Name: _____

Signature: _____

Date: _____



TRANSPONDER RECEIPT AFFIDAVIT

I HEREBY CERTIFY THAT MY COMPANY IS RECEIVING _____ TRANSPONDERS FOR ALL VERIFIED, REGISTERED VEHICLES IN ACCORDANCE WITH PORTMIAMI RECORDS (ATTACHED LIST).

MY COMPANY IS RESPONSIBLE FOR INSTALLING THE TRANSPONDERS ON ALL REGISTERED VEHICLES AS WELL AS REPORTING ANY AND ALL CHANGES IN THE VEHICLE FLEET. ANY CHANGES/UPDATES SHALL BE IMMEDIATELY REPORTED TO PORTMIAMI-PERMIT SECTION AND SHALL BE SUBJECT TO ALL RULES AND REGULATIONS SET FORTH IN THE PORTMIAMI TERMINAL TARIFF NO. 010.

THE PORT RESERVES THE RIGHT, AT ANY TIME, TO INSPECT AND VALIDATE THE ISSUED TRANSPONDERS TO ASSURE PROPER USAGE AND COMPLIANCE WITH ALL THE RULES AND REGULATIONS GOVERNING PREARRANGED GROUND TRANSPORTATION COMPANIES DOING BUSINESS AT THE PORT.

I UNDERSTAND MY COMPANY IS RESPONSIBLE FOR PROPERLY INSTALLING THE ASSIGNED TRANSPONDERS. I HAVE READ THE INSTRUCTIONS AND AGREE TO FOLLOW THEM ACCORDINGLY.

COMPANY: _____

NAME: _____

SIGNATURE: _____

PORTMIAMI

NAME: _____

SIGNATURE: _____

Pre-Arranged Ground Transportation Acknowledgement for Replenishment Account Set-Up

Company Name:

Address:

Telephone:

Main Contact:

E-mail Address:

Website:

I hereby acknowledge that my company is required to sign-up for the account replenishment payment service.

I understand that the issuance of the permit and required transponders for all vehicles working at the Port of Miami will be contingent upon verification of enrollment in the replenishment payment system.

Print Name

Signature

Date