



VENDORS AT CITY EVENTS - GUIDELINES & PROCEDURES

Application Deadline for Concert Series Vendors: 5 p.m., Wednesday, May 24, 2006

Each year the City of Vancouver receives inquiries about operating vending carts at city sponsored events in Esther Short Park and other city parks. This packet describes the requirements for applying for a permit for operating a vending cart at those events.

Vendors will be selected based on quality of service, presentation, variety, cleanliness, experience, availability and the ability to work well with the public.

The City of Vancouver requires a Street Use permit to sell goods or services from vending carts located on city sidewalks and within the public right-of-way. Specific requirements for these vending carts may differ from these guidelines. To apply for a permit to operate a vending cart on city sidewalks, please contact City of Vancouver Transportation Services Permit Coordinator at (360) 696-8290.

Permits are issued on an annual basis. To be considered the following must be submitted to the Program & Events Coordinator in Community Services:

- A completed application
- A full description of the means to be used in conducting the business including drawings, specifications, color, signage, dimension, means of transportation to site, method of litter and other waste collection and disposal.
- Two (2) photographs of booth or cart presentation.

Upon approval, the permit will be issued after receiving:

- Proof of a valid City of Vancouver business license, copy of application for city business license, or copy of certification of nonprofit status.
- Proof of valid permit from the Southwest Washington Health District for food sales
- Temporary Concessions Stand Permit Application (Contact Connie at 696-8166 for the application). Your application must be submitted to the City Events Coordinator and will be included in the Master Application to the Fire Marshall's office.
- A Certificate of Insurance and Endorsement Form, with The City of Vancouver shown as additional insured in the amount of \$300,000 minimum per each occurrence. (Forms CG 00 01 01 96 or equal and CG 20 12 07 98 or equivalent)
- Application fee. The permit for vending carts has an application fee of **\$75.00**. Make checks payable to: **City of Vancouver**. This fee is waived for certified non-profit groups. Proof of non-profit status is required.

Vending Requirements

For the purposes of this policy, vending carts are restricted to city event parks, including Esther Short Park, Sculpture Garden, Vancouver Landing and Waterworks Park.

Permits are issued annually, on an event specific and a site-specific basis. A separate permit application is required for each vending location and/or cart. Permits are valid for one year from the date of issuance.

Vending cart permits are issued to the applicant and are not transferable in any manner. A change in type of items sold requires a new permit.

Vancouver Transportation Services issues vending cart permits within City streets, sidewalks and right-of ways. A sidewalk vending permit issued for a site directly across from a park or public plaza could result in a vendor on the sidewalk having a product that is in direct competition with the product sold under the city park or public plaza permit.

Operator Responsibilities

The responsibilities of the vending cart operator include:

- Displaying in a prominent and visible manner the price of all items sold.
- Picking up any paper, cardboard, wood or plastic containers, wrappers or any litter, which is deposited by any person within 25 feet of the place of conducting business. Each person conducting business under these provisions shall provide a suitable container for the placement of litter by customers or other persons.
- No person shall conduct business as defined herein at a location other than that designated on the permit. In the event of unusual conditions, the owner/operator may be required to move to a different permitted location or move the vending cart entirely from the site if necessary to avoid congestion or obstruction, as directed by a police officer or the events coordinator.
- No permittee shall make loud or unreasonable noise of any kind or use amplification for the purpose of advertising or attracting attention to his/her wares.
- No permitted cart or device shall be left unattended, nor remain between midnight and 6 a.m.
- No discharge of water borne wastes will be allowed. A specific waste management plan must be submitted with the application.
- Food carts or barbeques with cooking or heating equipment need to obtain a fire inspection and permit prior to operation. Contact the City of Vancouver Fire Marshal, at (360) 892-4323.
- No charcoal barbeques or open flame allowed in park(s).
- No alcohol may be sold/served without written approval.
- Signs may be affixed to vendor carts. No freestanding signage is allowed.

Application Instructions

If you wish to apply for a vending permit for city events parks, please complete the following steps:

1. Submit an application and required documentation, as a complete package to:

Assistant Program & Events Coordinator	or mail to: Assistant Program & Events
Cara Cantonwine	Coordinator Cara Cantonwine
City of Vancouver	City of Vancouver
610 Esther Street	PO Box 1995
Vancouver WA 98660	Vancouver WA 98668-1995

Questions may be directed to Cara Cantonwine at (360) 619-1150. The deadline for applications for concert series vendors is **5 p.m., Wednesday, May 24, 2006.**

Vendors will be notified of permit status by **Monday, June 1, 2006.** Completed requirements are due by **Friday, June 9, 2006.** The City of Vancouver reserves the right to limit the number of permits issued.