



**VENDORS AT CITY EVENTS - GUIDELINES & PROCEDURES**  
**Application Deadline for Concert Series Vendors:**  
**5 p.m., Wednesday, May 5, 2010**

Each year the City of Vancouver receives inquiries about operating vending carts at city sponsored events in Esther Short Park. 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) 487-7730.

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

- 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 exemption for business license
- Proof of valid permit from the Clark County Health Department for food sales
- Temporary Concessions Stand Permit Application (Fire Marshal's Permit) Contact Mark at 487-7236 for the application or download it here:  
<http://www.cityofvancouver.us/fire.asp?fireID=44422&fireSub=47980&itemID=47987>
- A Certificate of Liability Insurance and Endorsement Form, with The City of Vancouver shown as additional insured in the amount of \$1 million minimum per each occurrence (Forms CG 00 01 01 96 or equal and CG 20 12 07 98 or equivalent)
- Application Fees(includes access to an on-site garbage dumpster):  
\$250 Riverview Six to Sunset Concerts (Thursday evenings)  
\$150 Terry Lee, Attorney Noon Concert Series (Wednesdays at noon)  
\$75/month Daily Vendor Fee (excludes July & August, if you are also a concert series vendor)  
\*\$300 Package Price\* for Vendors at both the Six to Sunset & Noon Concert series  
\*\*These fees apply to a 10x10 foot space. Additional space will be charged at a prorated rate.

Make checks payable to: **City of Vancouver**. This fee is reduced to \$100 for certified non-profit groups. Proof of non-profit status is required.

## **Vending Requirements**

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 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 6:00 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) 487-7236.
- 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 submit an application and required documentation, as a complete package to:

Cara Cantonwine  
City of Vancouver Special Events Manager  
610 Esther Street Vancouver WA 98660

or mail to: City of Vancouver Attn: Special Events  
PO BOX 1995  
Vancouver WA 98668-1995

Questions may be directed to Cara Cantonwine at (360) 487-8630. The deadline for applications for concert series vendors is **5 p.m., Wednesday, May 5, 2010**. Vendors will be notified of permit status by **Wednesday, May 12, 2010**. Completed requirements are due by **Friday, June 4, 2010**. The City of Vancouver reserves the right to limit the number of permits issued.



# CITY OF VANCOUVER SUMMER CONCERT VENDOR PERMIT APPLICATION

The City is taking applications for vendors in Esther Short Park and other city event parks. Qualified vendors will be selected annually based on quality of service, presentation, variety, cleanliness, experience, availability and ability to work well with the public. Preference is given to returning vendors who have complied with past standards and policies. Applications that are filled out completely will be considered.

Application Fees(includes access to an on-site garbage dumpster):

\$250 Riverview Six to Sunset Concerts (Thursday evenings)

\$150 Terry Lee, Attorney Noon Concert Series (Wednesdays at noon)

\$75/month Daily Vendor Fee (excludes July & August, if you are also a concert series vendor)

\*\$300 Package Price\* for Vendors at both the Six to Sunset and Noon Concert series

\*\*These fees apply to a 10x10 foot space. Additional space will be charged at a prorated rate.

This permit is valid for one year from the date of issue. The City reserves the right to revoke, suspend or deny a permit based on VMC 15.08.090.

**Applications due: 5 p.m. Wednesday, May 5; Additional required documents due: Friday, June 4.**

BUSINESS  
NAME:

OWNER(S):

(First Name)

(Last Name)

MAILING  
ADDRESS:

(Street)

(City)

(State)

(Zip)

(Cell Phone)

(Day Phone)

(Eve Phone)

(Fax)

E-MAIL ADDRESS:

WEBSITE:

Check all that apply:

- I am interested in setting up a vendor cart/booth for the Riverview Six to Sunset Concert Series (location will be assigned)  
Concerts are Thursday evenings, July 8 - August 12. Vendors agree to be present for every concert. Vendors will be set up by 4:30 p.m. & serve until 8:00 p.m. or the end of concert, whichever occurs last.
- I am interested in setting up a vendor cart/booth for the Terry Lee, Attorney Noon-Hour Concert Series (location will be assigned)  
Concerts are Wednesdays, July 7 - August 11. Vendors agree to be present for every concert. Vendors will be set up by 11:00 a.m. and serve until 1:00 p.m.
- I am interested in setting up a vendor cart/booth at Esther Short Park on a continual Monday – Friday basis (location will be assigned)  
Days of operation requested: \_\_\_\_\_ Times of day of operation requested: \_\_\_\_\_

\*Regular permits valid Monday – Friday and will be suspended during a special event, or when the park is rented.

Describe the products/services to be sold including portion size and prices (you may attach a menu):

\$

\$

\$

\$

How many years have you been a vendor at city events?

If you have questions, please feel free to contact Cara Cantonwine (360) 487-8630

**Please attach:**

- 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 following must be submitted, by Friday, June 5, 2009:

- Proof of a valid City of Vancouver business license, copy of application for city business license, copy of license exemption, or copy of certification of nonprofit status.
- Proof of Washington State Department of Revenue Business License.
- Proof of valid permit from the Southwest Washington Health District for food sales
- Temporary Concessions Stand Permit Application. Download the application here: <http://www.cityofvancouver.us/fire.asp?fireID=44422&fireSub=47980&itemID=47987> Do not send application directly to Fire Marshal.
- A Certificate of Liability Insurance, naming The City of Vancouver 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). Certificate should be faxed or mailed to the office of Cara Cantonwine, City of Vancouver by your insurance company (360) 696-8009
- Application fee (or \$100 garbage fee and copy of certification of nonprofit status).

Make checks payable to: City of Vancouver.

Mail application to:

Cara Cantonwine,  
Special Events Manager  
City of Vancouver  
PO Box 1995  
Vancouver WA 98668-1995  
Fax: 360/487-8625

Or submit application packet to:

Attn: Cara Cantonwine,  
Special Events Manager  
City of Vancouver  
610 Esther Street  
Vancouver, WA 98660

I have received and read this application and the rules and guidelines for vending at Esther Short Park and other event parks. I agree to abide by the rules and guidelines. As the applicant, I will protect, save and hold harmless the City and its officers, agents and employees, from all claims, action damages or expenses of any nature whatsoever arising out of any acts or activities that occur in connection with the City's approval of the vendor permit and terms and conditions herein. I further agree to defend the City and its authorized agents and employees in any litigation, including payment of any costs or attorney fees for any claims or actions commenced thereon arising out of or in connection with said acts or activities. This obligation shall not include such claims costs, damages or expenses which may be caused by the sole negligence of the City or its authorized agents or employees.

Applicant \_\_\_\_\_ (Date) / /2010

Print Name \_\_\_\_\_

OFFICE USE ONLY

Date received: \_\_\_\_\_

Status: \_\_\_\_\_

Permit Issued: \_\_\_\_\_