

**ONE-DAY TRANSIENT VENDOR APPLICATION
DOWNTOWN BUSINESS DISTRICT
2008 HALLOWEEN SEASON**

Application Guidelines

SECTION I. ESSEX STREET PEDESTRIAN MALL AREA VENDORS

The City of Salem shall accept applications from vendors for One-Day Transient Vendor Licenses for the 2008 Halloween season beginning **July 21, 2008 through August 1, 2008 at noon.**

The "Halloween season" is defined as:

Fri., Sat. and Sun. from 10 am to 10 pm on Oct. 3-5, Oct. 10, Oct. 13, Oct. 17-19 & Oct. 24-26; Wednesday, Oct. 29 and Thurs. Oct. 30 and Sun. Nov 2.

Fri. Oct. 31 VENDOR TYPE, LOCATION AND TIME LIMIT TO BE DETERMINED

Sat. Nov 1 VENDOR TYPE, LOCATION AND TIME LIMIT TO BE DETERMINED

The Licensing Board shall issue no more than forty (40) one-day transient vendor licenses for each day, for the Essex Street pedestrian mall. Licenses shall be issued to the following types of vendors in the limit provided:

<u>Type</u>	<u>Limit</u>
Food – Hot dogs, sausages, steak, poultry (all meats & poultry must be pre-cooked)	5
Food – chocolate, cookies, nuts, pretzels, fried dough, French fries, popcorn	5
Established non-profit agency	10
Goods, services and crafts	20

The Licensing Board will hold a special meeting for vendor applications on Monday, August 11, 2008 at 6:00 p.m. in the 3rd floor conference room at 120 Washington Street.

Selection Criteria

Qualified vendors shall be selected by a lottery for each category listed above.

Applications will be accepted by mail only. Applications must be post marked no earlier than July 21, 2008 and no later than August 1, 2008, addressed to the City of Salem Licensing Board, 120 Washington Street, 3rd floor, Salem, MA 01970.

Each applicant shall be limited to one license.

The Licensing Board reserves its right to deny any application for a license or to revoke a license for failure to secure required insurance and permits; upon the recommendation of the Salem Police Department; failure to pay prior year fees; violating any Massachusetts General Law, rule of regulation of the Licensing Board, Fire, Health, Police or Building Department; prior history of violating Massachusetts General Law, Licensing Board, Fire, Health, Police or Building Department rules and regulations; or felony conviction.

Fees

The fee for a One-Day Transient Vendor License for 2008 is \$200.00 per day. In addition, a \$5 fee for a photo identification badge must be provided for each employee and vendor. The City shall no longer accept personal checks or cash. **ALL FEES MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER. Payment must be submitted with the vendor application (excluding a fee for October 31 & November 1). Payment shall be returned if a license is not issued.**

Rules and Regulations

All vendors must provide evidence of insurance, naming the City of Salem as an additional insured, to cover any complaint or claim that may be filed against the vendor as a result of their doing business under the License issued by the Board. Evidence of insurance must be submitted with the vendor application.

Application and evidence of insurance must reflect the same name. A documented evidence of insurance may be applied to only one applicant.

All vendor applicants must submit a completed CORI & SORI inquiry form (enclosed) along with a valid photo i.d. as part of this vendor application.

All license holders will be required to provide completed CORI reports of their employees to the Licensing Board. Vendors must submit completed CORI & SORI inquiries and valid photo i.d.s of all their employees to the Licensing Board no later than August 22, 2008 for review and verification by the Board's CORI Approved Officials.

All vendor locations shall be assigned to qualified vendors by the Board through a location lottery.

All License holders shall operate from carts or booths that are neat and clean and that do not leak.

No vendor shall cry his wares to the disturbance of the peace and comfort of the city inhabitants.

All vehicles that are used to transport carts or booths may not be parked near or adjacent to their assigned location. Parking is available in the Garages. Any vehicle within the pedestrian mall or tributaries may be towed at the owner's expense.

One 10' x 10' umbrella or tent/canopy per vendor, white in color, may be used for cover only, not for display of wares. Advertising is prohibited upon tent, umbrella or canopy. Tents must display a tag indicating it has been tested for flammability and comply with the Board of Fire Prevention Regulations Section 527 CMR 19.00.

All transient vendors shall clearly and prominently post prices for all foods, beverages, goods, merchandise and services offered for sale.

Vendors selling food product must contact the local Health Department at 120 Washington Street (978-745-9595 X 5654) for an inspection of the vendor cart and issuance of a permit.

Vendors using propane gas or fuel of any kind must contact the Fire Prevention Office at 29 Fort Avenue (978-745-7777) for an inspection and a permit. **A copy of the permit must be submitted to the Licensing Board prior to the issuance of a License, but no later than one week following the Board's approval of a License or such License shall be void. The number of tanks on site shall be limited to the number on the permit (including empty containers).**

All vendors using gas/fuel tanks must have an ABC type fire extinguisher.

Vendors with permitted propane may not move the tanks in or out other than during the established set-up and break down times.

All licenses, location identification numbers and prices must be displayed at all times.

All vendors and their employees must visibly wear their photo ID issued by the Licensing Board at all times.

All vendors are responsible for the removal of their own trash, it is not to be placed in the City receptacles or left on the ground for pick-up.

Vendors are limited to selling items listed on their application and approved by the Board.

Closing time shall be strictly enforced.

Set-up time is 8 a.m. to 10 a.m. and tear-down time is 10 p.m. to 11 p.m. All vendor vehicles must be off the pedestrian mall by 10 a.m. No vendor vehicles will be allowed onto the pedestrian mall until 10p.m. and must be off the pedestrian mall by 11 p.m.

Any vendor cart or vehicle is subject to inspection by the Salem Police Department.

Fees are subject to change.

The sale of silly string will not be allowed.

The City of Salem **DOES NOT** provide electricity. Extension cords of any kind are not allowed on the pavement, poles, walls etc.

The Licensing Board reserves the right to further limit, alter, and/or expand number of licenses granted, locations of vendors, and dates and times vendors will be allowed to operate.

No vendor vehicles will be allowed into the October 31st event perimeter, which shall be defined by the Salem Police Department, until authorized by the Salem Police Department.

SECTION II. SPECIAL PERMIT – NON-STATIONARY TRANSIENT VENDORS

The City of Salem shall accept applications from novelty vendor for One-Day Transient Vendor Special Permit for Thursday, October 2 and Friday, October 31 only, to operate between the hours of 5pm to 10pm. For this purpose, a novelty vendor is considered one who rolls their wares in carts, typically at parade events and sell balloons, light up toys, glow sticks, etc.

Qualified vendors shall be selected by a lottery for each category listed above.

Applications will be accepted by mail only. Applications must be post marked no earlier than July 21, 2008 and no later than August 1, 2008, addressed to the City of Salem Licensing Board, 120 Washington Street, 3rd floor, Salem, MA 01970.

Each applicant shall be limited to one license.

The Licensing Board reserves its right to deny any application for a license or to revoke a license for failure to secure required insurance and permits; upon the recommendation of the Salem Police Department; failure to pay prior year fees; violating any Massachusetts General Law, rule of regulation of the Licensing Board, Fire, Health, Police or Building Department; prior history of violating Massachusetts General Law, Licensing Board, Fire, Health, Police or Building Department rules and regulations; or felony conviction.

The Licensing Board will hold a special meeting for special permit applications on Monday, August 11, 2008 at 6:00 p.m. in the 3rd floor conference room at 120 Washington Street.

The fee for a One-Day Transient Special Permit will be \$200 per cart.

**ALL FEES MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.
Payment must be submitted with the special permit application.**

The Licensing Board shall issue no more than eight (8) one-day Transient Special Permits for each event date.

Application and evidence of insurance must reflect the same name. A documented evidence of insurance may be applied to only one applicant.

All vendor applicants must submit a completed CORI & SORI inquiry form (enclosed) along with a valid photo i.d. as part of this vendor application.

Rules and Regulations

Any vendor impeding the line of march or presents a danger to parade participants or audience or compromises pedestrian enjoyment within the event area will have their Special Permit revoked and be ejected immediately.

Any vendor cart or vehicle is subject to inspection by the Salem Police and Salem Fire Department.

All vendors and their employees must visibly wear their photo ID issued by the Licensing Board at all times.

There will be absolutely no vending inside the Salem Common fence perimeter. Violation of this regulation will be cause for immediate revocation of Special Permit for that and any other subsequent event.

If a non-stationary transient vendor is found on-site and is not pre-permitted an additional \$100 administrative fee will be added to the \$200 special permit fee. A non-permitted vendor will only be allowed to remain within the B-5 area if there are less than the eight (8) Special Permits allowed by this policy. Payment in the form of CASH ONLY must be received immediately or vendor will be ejected from the event area.

Fees are subject to change.

The sale of silly string will not be allowed.

ACKNOWLEDGEMENT

I have read and understood the Rules and Regulations established by the city of Salem Licensing Board relative transient vendor licenses and special permits for the 2008 Halloween season and understand that violation of any of these rules and regulations can result in revocation of my vendor license.

Signature _____ Date _____

Print name _____

Name of Business _____

This signed acknowledgement must be submitted with your application.

**HALLOWEEN
VENDOR APPLICATION
“2008”**

PLEASE TYPE OR PRINT CLEARLY

NAME: _____

HOME ADDRESS:

Street: _____

City: _____

State: _____ ZIP: _____

HOME TELE #: _____ CELL# _____

EMAIL ADDRESS: _____

D.O.B.: _____

PLACE OF
BIRTH: _____

OCCUPATION: _____

EMPLOYER: _____

SOCIAL SECURITY #: _____

TAX ID #: _____

DATES: _____

ITEMS TO BE SOLD: _____

**FEE: \$200.00 PER DAY
\$5.00 PER PHOTO ID BADGE**