

SANDUSKY

PUBLIC VENDOR PROGRAM

MAY 2022

CITY OF SANDUSKY, OHIO



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WELCOME

SANDUSKY PUBLIC VENDORS

The City of Sandusky celebrates public vending as a business type that supports local entrepreneurship and innovation, contributes to the vibrancy of our city, and benefits the quality of life for Sandusky residents and visitors. Following are the procedures and policies for public vendor operations in Sandusky in 2022.

Purpose

Public Vendors in the City of Sandusky, whether operating on public or private property, must be issued a vendor license. The public vending license ensures the health and safety of public vendors and their customers by verifying vendors are in compliance with state and county legal and health department requirements for their trade and their operations are covered by an insurance policy.

Codified Ordinance

Public vendors are defined by, and must adhere to, [Chapter 735 Public Vendors in Part Seven – Business Regulation Code of the Codified Ordinances of Sandusky, Ohio.*](https://codelibrary.amlegal.com/codes/sandusky/latest/sandusky_oh/0-0-0-18509#JD_Chapter735) The ordinance was updated, effective May 25, 2022, to support this program.

Program Overview & Fees

The program includes a required basic vendor license with two options for reserving a specific location:

» **Basic License: All vendors**

- » \$50 registration fee for a basic vendor license to operate in the City of Sandusky

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» **Option 1: Annual Reservation**

- » Reserve a single location for the year to operate during regular hours
- » \$150 for trucks (utilities not included)
- » \$100 for stands
- » City utility hook ups available at select locations for a nonrefundable \$100 monthly fee

» **Option 2: Party at the Pier**

- » In 2021, crowds from 400 - 1000 people gathered to enjoy these concerts. Reserve a single location on Jackson Street Pier for all eight 2022 “Party at the Pier” events.
- » \$300 for trucks (utilities included)
- » \$150 for stands
- » Fee discounted by 50% for pier Annual Reservation holders who wish to reserve the same space for Party at the Pier
- » Applications due June 17, 2022

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* https://codelibrary.amlegal.com/codes/sandusky/latest/sandusky_oh/0-0-0-18509#JD_Chapter735

PROGRAM DETAILS

Basic License Details

All vendors must register and get a basic license to operate in the city, including vendors who locate on private property.

The exception is special event vendors (they are organized by the special event producer and exempt from the ordinance). Special event examples: Festival of Sail, Ohio Bike Week, Sandusky Pride, Ironman, Farmer's Market.

The basic license gives you access to all "first come first serve" vendor spaces in the city. These are noted on the following maps. If you'd like to see a space added, you can call us to suggest additions.

Option 1: Annual Reservation Details

All vendor spaces on the Jackson Street Pier are available by reservation only. Other locations on public property are available for reservation upon request, and considered on a case by case basis.

Annual Reservation includes:

- » Daily use at the reserved location during regular hours
- » Permission to operate in any 'first come first serve' space in the city, during regular hours, unless hours are otherwise specified for a specific location
- » Utility hook ups are available for select food truck spaces for a monthly utility fee

Annual Reservation does not include:

- » Special events (within the designated special event area for the duration of the event)
- » Party at the Pier (on Jackson Street Pier for the full day of each event)

Annual reservation holders from the prior year who are in good standing with the program rules and regulations will have first access to their prior location.

Utility fees are nonrefundable and due in full at the beginning of each month the vendor seeks to operate using utilities in the reserved location. Details are specified by location in the individual vendor license.

Option 2: Party at the Pier Details

Help us throw eight amazing parties! Last year, crowds from 400 – 1000 gathered to enjoy these free concerts and we're just as excited for this year's line up.

Reserve a space on the Jackson Street Pier for all eight "Party at the Pier" events on Thursdays across the summer. Applications due June 17.

2022 Party at the Pier Event Expected Dates:

- » June 30
- » July 7, 14, 28
- » Aug 4, 11, 25
- » Sept 1

Spaces are available at 8:00 am each event Thursday. Vendors must be set up by 4:00 pm and cleaned up by 10:00 pm.

Spaces are limited and fixed, but more spaces are available during these events than for normal daily use. Annual reservation holders have first access to reserving their daily space.

Trucks are required to face their point of sale as specified by the map and empty public trash can in closest vicinity to the truck 1 - 2 times per evening during operation or bring own trash receptacle.

NOTE: There are rare times Party at the Pier is moved to a different day than Thursday (e.g. severe weather, or the opportunity to catch a popular band along their tour route). This happened once in 2021. In these cases, vendors with the Party at the Pier permit have rights to the space.

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KEY TERMS

Definitions: Key Terms

These key terms include a summary of definitions from chapter 735.01 (see ordinance for more definitions) and terms used in the program document.

- » **Vending:** The act of selling or offering for sale food, beverages, or merchandise from a stand, motor vehicle, or trailer.
- » **Stand:** a table, showcase, bench, rack, pushcart, wagon, or any other wheeled vehicle or device which may be moved without the assistance of a motor and which is not required to be licensed and registered by the DMV, used for the displaying, storing or transporting of articles offered for sale by a vendor.
- » **Motor Vehicle:** any vehicle used for the displaying, storing or transporting of articles offered for sale by a vendor which is required to be licensed and registered by the Department of Motor Vehicles.
- » **Trailer:** every vehicle designed or used for carrying persons or property wholly on its own structure that is drawn by a Motor Vehicle and/or is not self-propelled.
- » **Truck/Food Truck:** term used in the vendor program that includes all vendor types defined by “motor vehicle” and “trailer.”
- » **Vendor Cart/Table:** term used on the vendor location maps that includes all vendor types defined by “stand.”
- » **Regular Hours:** vending between the hours of 8:00 am – 10:00 pm.
- » **Lunch Hours:** vending between 10:00 am and 2:00 pm.
- » **Late Night Hours:** vending between the hours of 8:00 pm – 12:00 am on Fridays and Saturdays.
- » **Special Event:** a preplanned event or series of events sponsored by a public or private entity. Vendors with reserved spaces within the boundaries of a special event area are not entitled to their reserved space for the duration of a special event. Special event operators may organize and host vendors within the special event boundary. These vendors are exempt from vendor license obligations.
- » **Party at the Pier:** a free concert series (eight events in 2022) held on Thursday nights from June - Sept on the Jackson Street Pier.
- » **Utilities:** city electric and water hook ups available at select locations for a fee for annual reservation holders, and provided for Party at the Pier food truck vendors. Hook up and payment details are specified by each vendor license.

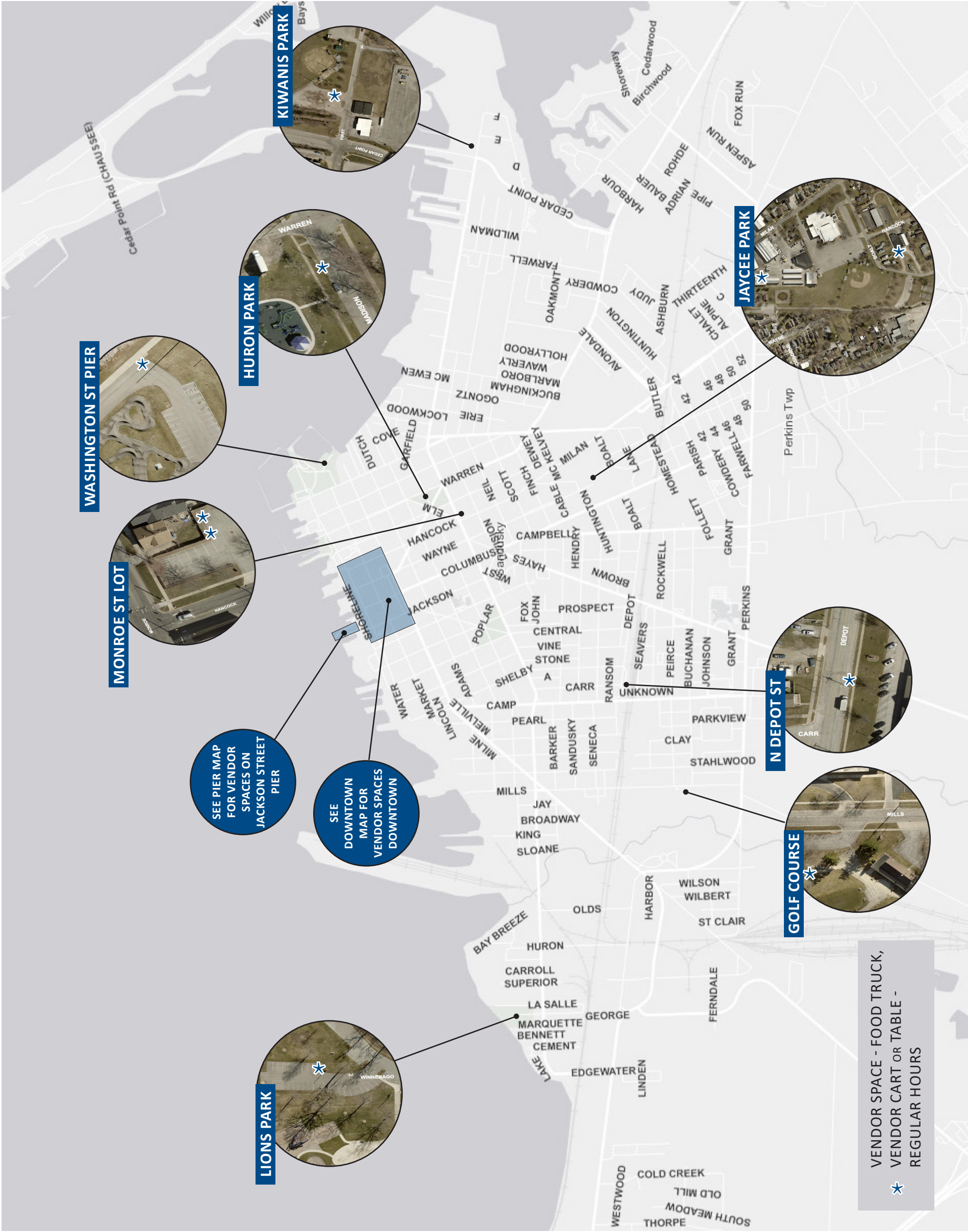
Vendor Map 2022

Citywide

Public Vendor Spaces

ALL VENDORS

- Spaces available first-come-first-serve or by annual reservation at select sites
- Regular operating hours: 8 AM – 10 PM
- Registration fee required for all vendors: \$50 includes access to first-come-first-serve public spaces and permission to operate on private property
- Annual reservation fee to reserve a single space: \$150 for trucks, \$100 for stands
- See separate maps for Jackson Street Pier and Downtown vendor spaces
- If you are interested in operating in a space in the public right of way or on public property not shown on the map, contact the Community Development Department at 419-627-5891 or email Kristen Barone at kbarone@ci.sandusky.oh.us








Vendor Map 2022

Downtown

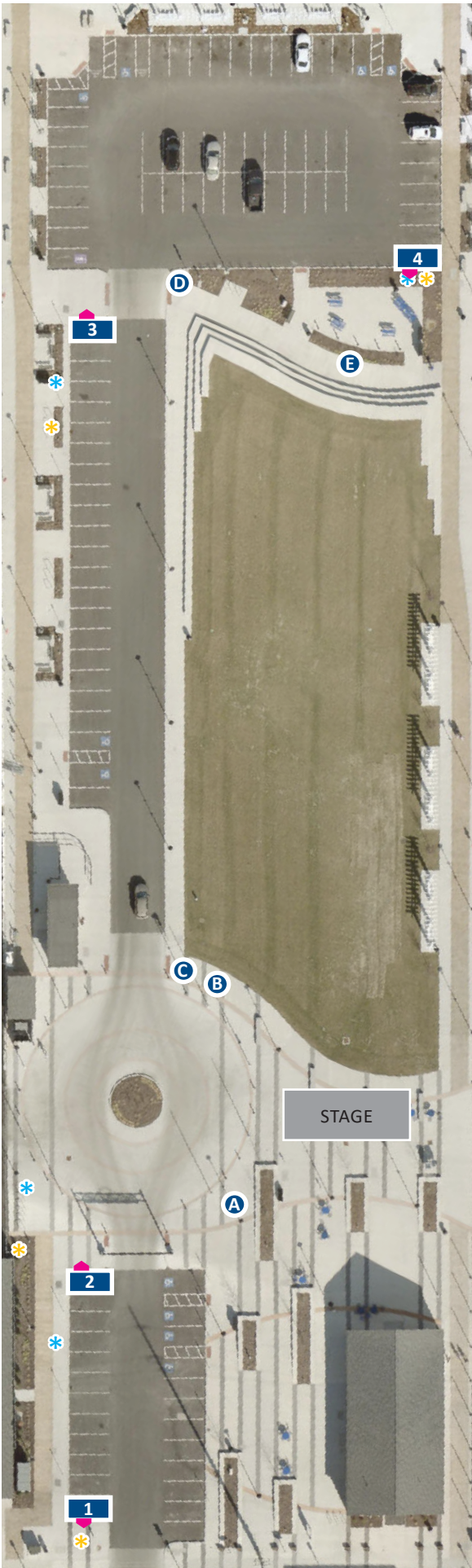
Public Vendor Spaces



-  ELECTRIC HOOK UP
-  WATER HOOK UP
-  FOOD TRUCK - LATE NIGHT
-  FOOD TRUCK - REGULAR HOURS
-  VENDOR CART OR TABLE SPACE
- LUNCH HOURS

ALL VENDORS

- Spaces available first-come-first-serve or by annual reservation
- Registration fee required for all vendors: \$50 includes access to first-come-first-serve public spaces and permission to operate on private property
- Annual reservation fee to reserve a single space: \$150 for trucks, \$100 for stands
- Utility hook up available at select sites for a set fee due monthly
- If you are interested in operating in a space in the public right of way or on public property not shown on the map, contact the Community Development Department at 419-627-5891 or email Kristen Barone at kbarone@ci.sandusky.oh.us



Vendor Map 2022

Jackson Street Pier

Annual Reservation Spaces

* ELECTRIC HOOK UP

* WATER HOOK UP

FOOD TRUCK SPACE

SERVICE WINDOW

VENDOR CART OR
TABLE SPACE

ALL VENDORS

- Permit available to reserve a single location for daily operation during regular vending hours 8am – 10pm
- Registration fee for all vendors: \$50
- Annual Permit does not include Special Events nor Party at the Pier Thursdays
- No generators permitted on the Pier
- Employees must park off site

FOOD TRUCK SPACES

- As defined by “motor vehicle” in code section 735.01
- Face point of sale where shown on map
- Spaces limited to vehicles that fit wholly into marked parking space (approx. 18 feet from tire to vehicle edge, up to approx. 22 feet overall dimension)
- Electric hook up available, safety covers required when running lines along/across sidewalk
- Water hook up available
- Permit fee: \$150
- Must empty public trash can in closest vicinity to the truck 1 – 2 times per evening during operation or bring own trash receptacle

VENDOR CART/TABLE SPACES

- As defined by “stand” in code section 735.01
- Must maintain 5 feet of sidewalk clearance to ensure accessibility for all Pier users
- Electric hook up available at location D only
- Permit fee: \$100

Vendor Map 2022

Jackson Street Pier

"Party at the Pier" Reservation Spaces

- * ELECTRIC HOOK UP
- * WATER HOOK UP
- FOOD TRUCK SPACE
SERVICE WINDOW
- VENDOR CART OR TABLE SPACE

ALL VENDORS

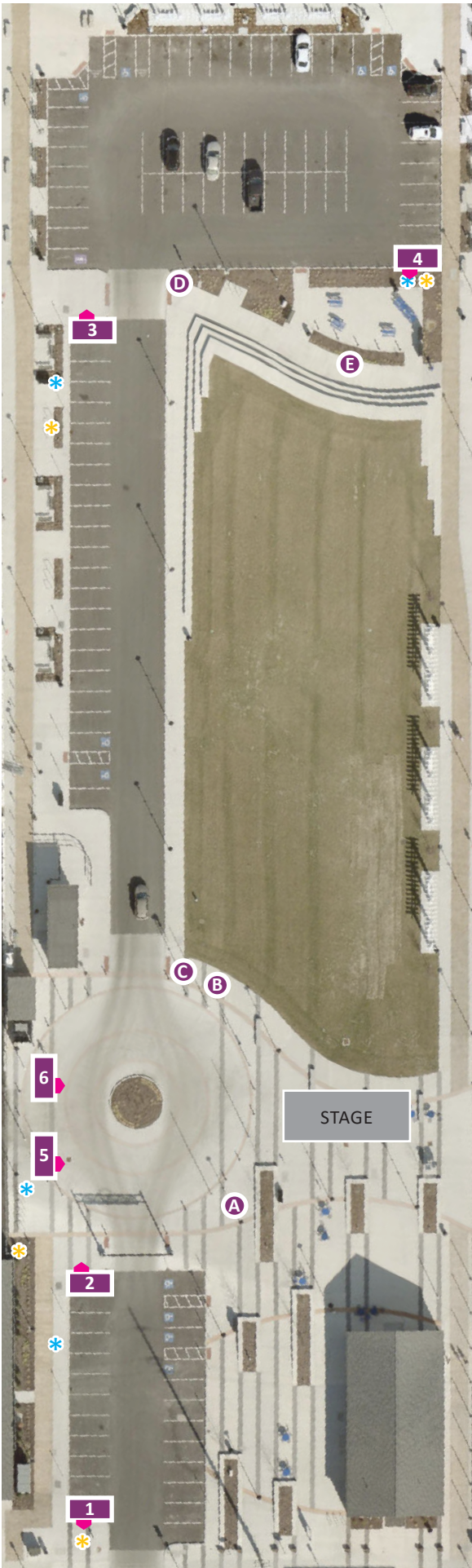
- Permit available to reserve a single location to operate during Thursday Party at the Pier events
- Event dates: June 30; July 7, 14, 28; August 4, 11, 25; September 1
- Vendors must be set up by 5:30pm and cleaned up by 10pm
- All spaces available at 8am on event Thursdays with the exception of Food Truck spaces 5 & 6, which are not available until 5pm
- No generators permitted on the Pier
- Employees must park off site
- All vendors must register with the city: \$50

FOOD TRUCK SPACES

- As defined by "motor vehicle" in code section 735.01
- Permit fee: \$300 (discounted 50% for annual reserved permit holder of same space)
- Face point of sale where shown on map
- Spaces 1 - 4 limited to vehicles that fit wholly into marked parking space (approx. 18 feet from tire to vehicle edge, up to approx. 22 feet overall dimension)
- Utilities included in permit fee
- Must empty public trash can in closest vicinity to the truck 1 - 2 times per evening during operation or bring own trash receptacle

VENDOR CART/TABLE SPACES

- As defined by "stand" in code section 735.01
- Permit fee: \$150 (discounted 50% for annual reserved permit holder of same space)
- Must maintain 5 feet of sidewalk clearance to ensure accessibility for all Pier users
- No utilities



FAQ

Do I need a Sandusky Vendor License?

All vendors must hold a vendor license to operate in the city. This includes vendors who operate on private property.

What are the requirements for obtaining a license?

Requirements on the vendor license application include:

- » Basic operator / business contact information
- » Proof of insurance
- » Valid food handlers / food service permit (if applicable)
- » Driver's license (for motor vehicle or trailer license)

Where am I allowed to vend?

- » **Private Property:** Licensed vendors may operate on private property if they supply the city with a letter of permission from the property owner to file with their vendor license application. Vending is prohibited from residentially zoned property.
- » **Public Property, Public Streets or Sidewalks:** Licensed vendors may operate only in locations designated on the maps included in this program. Locations are either 'first come first serve' or available for annual reservation. All locations are available for regular operating hours only unless specified otherwise.

What about special events?

Vendor program locations are not available within a special event area for the duration of the event. Special event producers may organize vendors as part of the event and local vendors are encouraged to reach out directly for information.

Where am I allowed to vend?

- » **Private Property:** Licensed vendors may operate on private property if they supply the city with a letter of permission from the property owner to file with their vendor license application. Vending is prohibited from residentially zoned property.
- » **Public Property, Public Streets or Sidewalks:** Licensed vendors may operate only in locations designated on the maps included in this program. Locations are either 'first come first serve' or available for annual reservation. All locations are available for regular operating hours only unless specified otherwise.

Can I operate in more than one location?

Licensed vendors may operate in any available location of their choosing on a day-to-day basis, unless the space is reserved by another vendor. A vendor may not operate in more than one location *at the same time* without additional license(s). See maps for available spaces.

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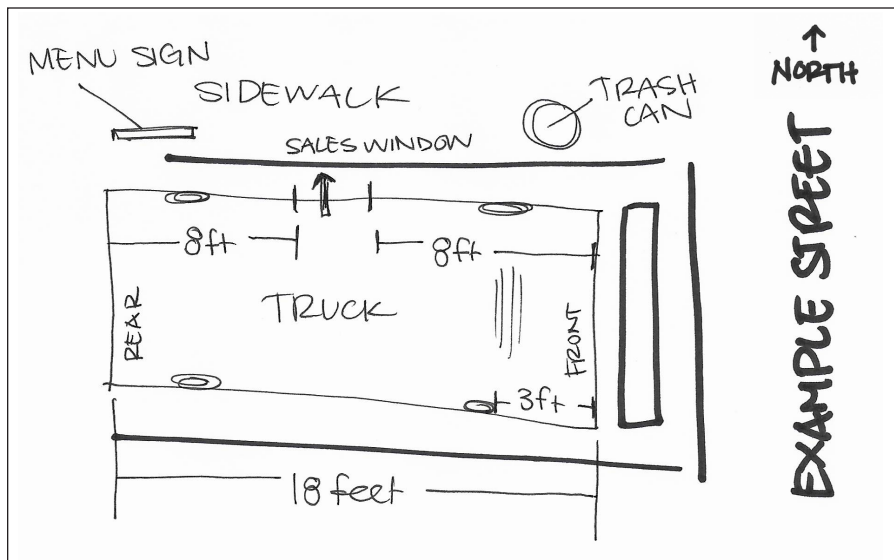
FAQ

What should I show in my site plan?

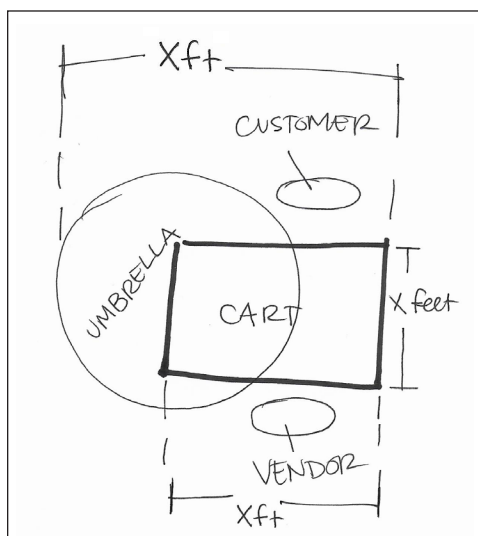
The site plan can be a very simple diagram created electronically or by hand sketch.

- » **Basic information:** Sketch the dimensions of your vehicle and/or set up. This includes overall dimensions, distance from the front and back to the tire of vehicles (so we know about how much overhang there will be over the sidewalk), distance and location to the service window.
- » **Reservation Requests:** Include labels indicating of where you'd like to locate such as parking space edge, street labels, space number (for pier spaces),

Example Food Truck Site Plan



Example Vendor Cart Site Plan





APPLICATION

PUBLIC VENDOR LICENSE

CITY OF SANDUSKY, OHIO

Department of
Community
Development
Division of
Planning

APPLICANT INFO

<input type="text"/>	<input type="text"/>
Applicant Name	Date of Birth
<input type="text"/>	
Street Address	City, State, Zip

BUSINESS INFO

<input type="text"/>	<input type="text"/>
Business Name	Phone
<input type="text"/>	<input type="text"/>
Email Address	Employer Identification Number
<input type="text"/>	
Description of Goods or Material for Sale	

Has the applicant engaged in business (within the six-month period immediately preceding the date of this application) in another municipality?

☐ Yes
☐ No

If yes,
where:

Will a motorized vehicle be utilized in this vending business?

☐ Yes
☐ No

If yes,
please
state:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Owner	Make	Model
<input type="text"/>	<input type="text"/>	<input type="text"/>
Year	Registration #	Plate #
		State

APPLICATION TYPE

- ☐ Basic Vendor License
☐ Annual Reservation
☐ Party at the Pier

For reservation applications only:

Is this a renewal of the same location from the prior year? ☐ Yes ☐ No

Description of preferred location
(ref. vendor program map)

Are utilities requested? ☐ No ☐ Electric Amps ☐ Water

DOCUMENTS REQUIRED

Provide ALL of the following documentation along with your application:

- | | |
|--|--|
| <input type="checkbox"/> Site plan of proposed location | <input type="checkbox"/> Name and address of additional employees |
| <input type="checkbox"/> Photo and dimensions of vehicle / stand set up including, as applicable: a) overall length, b) rear overhang (from bumper to rear tire), c) distance to service window, d) location/ vehicle side of service window | <input type="checkbox"/> Copy of vender's food license (if selling food) |
| | <input type="checkbox"/> Certificate of Liability Insurance naming the City of Sandusky as an additional insured |
| | <input type="checkbox"/> Description of expected business hours / days in operation per week and per location |

SIGNATURE

☐ By checking this box I agree that I have read and understand the Sandusky Public Vendor Ordinance, chapter 735 of the codified ordinances, and the Public Vendor Program. I hereby agree to all the rules and regulations set forth by the City of Sandusky for operating my business within city limits.

<input type="text"/>	<input type="text"/>
Signature	Date