

Street Legal 2005

**A guide to street
vending in Edmonton**

PLEASE READ CAREFULLY AND THOROUGHLY

1. APPLICATION PROCESS

All Applicants	- Complete SECTION A – GENERAL INFORMATION (white)
Truck/Mobile Vendors	- Complete SECTION B - VEHICLES (blue)
Sidewalk Vendors	- Complete SECTION C - SIDEWALK CARTS (yellow)
Ice Cream Vendors	- Complete SECTION D - ICE CREAM ONLY (pink)
All Applicants	- Complete LETTER OF PERMISSION (white)

2. DEADLINE

The deadline for Applications is **4:00 p.m. on April 11, 2005**. Please see the bottom of SECTION A – GENERAL INFORMATION Application Form for mailing or delivery instructions of the completed Application. Applications received after April 11, 2005, will be evaluated and processed on a “first-come, first-served” basis, after the evaluation of the applications that comply.

3. OPERATIONS

Successful Applicants will be contacted by telephone and confirmation sent by letter prior to the end of April. Vendors should have paid for their permits and commenced operations no later than May 7 in order to “secure” their location(s). If bad weather prevents a Vendor from starting operations by May 7, then alternate arrangements must be made with the Street Vending Coordinator by this date.

HOURS OF OPERATION: Vendors are allowed to operate from 7:00 am to 11:00 p.m.

Vendors must be in possession of the following documents once locations are assigned and before they begin vending:

1. Health Permit (if selling food items other than fresh fruit and vegetables)
2. Comprehensive Public Liability Insurance (minimum \$2,000,000.00 coverage)
- 3a. Letter of Permission from the Street Vending Coordinator for City of Edmonton locations or
- 3b. Letter of Permission from landowner for vending sites on private property
4. Travelling or Temporary Sales License (formerly Hawker Pedlar License from City Licensing).
5. Vending Permit issued by Street Vending Coordinator.

Permits are not transferable between Vendors.

Requests for Vendors to change location/site anytime during a given month will be processed as a new request and the appropriate fees applied.

To obtain a Health Permit contact Environmental Health at (780) 413-7927, (780) 413-5650, or (780) 413-5767 at their office which is Capital Health Authority Room 300, 10216 – 124 Street, Edmonton, Alberta T5N 4A3.

To make arrangements for meter hooding, contact the Street Vending Coordinator at (780) 914-3173
VENDORS MUST CALL THE STREET VENDING COORDINATOR AT (780) 914-3173 TO BE ISSUED THEIR VENDING PERMIT.

VENDING PERMITS WILL NOT BE ISSUED AND PAYMENTS WILL NOT BE ACCEPTED AFTER 4:00 P.M., MONDAY TO THURSDAY, OR AFTER 12:00 NOON ON FRIDAY.

4. EVALUATION OF VENDOR APPLICATIONS

All vending locations are available to every Applicant, subject to an evaluation process. Applications will be evaluated on a priority basis which means that if an Applicant has chosen a site as a first priority, all other Applicants who have this site as their second or third priorities will not be considered. No Applicant should assume that previous year's placements will automatically be retained, although past experience and performance will be a factor in the evaluation process.

The criteria listed below will be used to determine the successful vendor. Information added or deleted after the Application Deadline will not be considered in the evaluation process.

- Product suitability for the location
- Appearance of the vending unit
- Demonstrated commitment to recycling appropriate materials
- Marketing or promotional techniques
- Previous experience and history with street vending

Incomplete Applications will not be processed. Incomplete Applications received prior to the Deadline, can be re-submitted without penalty provided that the April 11,2005 deadline is met. Successful candidates will be notified before the end of April 2005.

5. APPEAL PROCESS

You may appeal your site assignment in writing to:

Street Vending Program
Community Services Department
4th Floor, Century Place
9803 – 102A Avenue
Edmonton, Alberta T5J 3A3

The appeal must be received within one week of site assignment notification. Appeals will be examined by a three person Committee who will base their decision on the original Application Form. The Vendor will receive a written response advising of the disposition of the appeal. In the event of a tie, the contending parties will be requested to attend a meeting where a draw will take place in the presence of the Street Vending Coordinator.

6. EXPENSES

Each Vendor, in addition to the health permit and insurance policy must have three (3) documents in order to operate on City of Edmonton property, 1) Letter of Permission, 2) Travelling/Temporary Sales License and 3) Vending Permit.

Site Fees (GST included)	5 Day Minimum/		
	Month*	Monthly	Annual
Parks	\$50.00	\$100.00	N/A
Sidewalk Sites	50.00	100.00	N/A
Roadside Sites**	50.00	100.00	N/A
Travelling/Temporary Sales ***	150.00	150.00	150.00
Registered Not-for-Profit****	10.00	10.00	N/A

* Initial Cost – Minimum five (5) days - \$50.00. Each additional day is \$10.00.

** Roadside Sites – In addition to the Vendor Permit Site Fee, the Vendor must, when applicable, pay Meter Hooding Fees of \$38.50 (plus GST) and a \$10.70 (which includes the GST) per day Parking Fee. The daily Parking Fee will not be calculated for Sundays and Statutory Holidays.

***The initial sign-up fee for Travelling/Temporary Sales Licenses is \$150.00 per year. Call (780) 496-3100 for Travelling/Temporary Sales License information.

****To qualify for this fee, a registration number and certificate must be presented with the application.

FEES ARE NOT REFUNDABLE

SPECIAL EVENT FEE

A Special Event Fee of \$26.75 will be charged all Vendors working the events and festivals listed in Paragraph 7 of Section A and B. Events and festivals not listed in Paragraph 7 will be added as the need arises. This Special Event Fee is in addition to the normal Vendor Permit charge. For a registered not-for-profit organization, the Special Event Fee will be waived.

VENDING PERMIT, TRAVELLING/TEMPORARY SALES LICENSE AND HEALTH PERMIT MUST BE DISPLAYED AT ALL TIMES DURING SPECIAL EVENTS.

POWER

Power is only available at certain vending sites. If power is required, the Street Vending Coordinator will make arrangements to have power provided at the Vendor’s expense and payable in advance as follows:

- Installation at full cost
- Set-up cost - \$50.00 minimum.
- Trouble call - \$40.00 minimum
- Monthly power consumption fee - \$35.00
- GST will be added to all the above fees

7. SPECIAL EVENTS

There are many events and festivals held on City of Edmonton streets, sidewalks and park sites throughout the summer. For vending purposes, these have been broken into three classifications. The festival/event dates are subject to change.

A. Excluded Events:

All Street Vending Permits from the Street Vending Coordinator will EXCLUDE the following events at the respective locations:

Churchill Square	Jazz City Festival	June 24 – July 3
Churchill Square	The Works Festival	June 24 – July 6
Churchill Square	Street Performers Festival	July 8 - 17
Churchill Square	Klondike Days Parade	July 21
Churchill Square	Klondike Days	July 21 - 30
Churchill Square	Sunday Promenade	July 24
Churchill Square	A Taste of Edmonton	July 21 – 30
Hawrelak Park	Heritage Festival	July 30-August 1
Gallagher Park	Folk Music Festival	August 4-7
Churchill Square	Cariwest Festival	August 5-7
Old Strathcona	The Fringe Festival	August 11-21

In the situation where a festival includes an approved/assigned Vendor site, the Vendor is free to approach organizers of the above-noted festivals to negotiate involvement in these Events, or approach the Street Vending Coordinator for alternate locations during the Events/Festivals. Vendors granted approval to vend during one of these festivals do not require a separate Vending Permit. However, the organizer of the Event/Festival will be required to obtain an “umbrella” permit for each function covering all attending Vendors. A valid and current Travelling/Temporary Sales License and Health Permit (if vending food) will be needed by each separate Vendor.

These are events or festivals which do not regard food as the main focus of the event, but rather require food service to enhance the event. As a result organizers may wish to bring in additional Vendors to serve large audiences attracted by the event or festival. Examples include:

Lunar New Year

February TBA

Family Festival Downtown	February TBA
St. Patrick's Day Run/Parade	March TBA
Earth Day, Hawrelak Park	April TBA
Edmonton Marathon, Kinsmen/South side	May TBA
Northland Park Horse Show	May TBA
Corporate Challenge	May-June TBA
Coronation Triathlon	May 29
Arts Festival	June TBA
River City Shakespeare Festival	June-July TBA
Beat Beethoven	July 24
Canada Day Celebrations, Mill Woods Park	July 1
Canada Day Fireworks	July 1
Klondike Days Parade, Downtown	July 21 [see 7 (A)]
Klondike Days Sourdough Raft Race	July TBA
World Masters Games	July 22-31
Dragon Boat Races	August TBA
Rock 'n' Classic Car Show and Shine	August TBA
2005 IAAF World Half Marathon	September 25 or October 1
Symphony Under the Sky – Hawrelak Park	September 1-5
Bright Nights – Hawrelak Park	December-January TBA
First Night Festival	December 31

The Street Vending Coordinator will ensure that vehicle, sidewalk cart and ice cream vendors are allowed to remain at their approved locations during these events and festivals.

Vendors should be aware that in some instances, event or festival organizers will obtain major food or beverage sponsors who provide their products at these events. The sponsors, through the event organization, may request that Vendors not sell competing brands or items and all Vendors must comply with this request.

B. Miscellaneous Events:

Events such as school track and field meets, baseball, minor football and soccer tournaments will require Vending Permits. The Vendor Permit is in addition to the Community Services Department License issued by Facility Bookings.

Vendors must have all necessary vending documents as well as a Letter of Permission from the organizing committee requesting their presence before a Vending Permit will be issued.

Requests for permits must be received three working days prior to the event.

C. Final Authority

The City of Edmonton Street Vending Coordinator is the final authority on any decision made regarding the Street Vending Program.

8. REQUIREMENTS

A. Guidelines for vending on City Sidewalks

1. All provisions stated in General Conditions of the Letter of Permission are applicable.
2. Permission will not be granted to Vendors where a conflict with an existing business is evident.
3. Where a conflict arises with an existing business, the Street Vending Coordinator reserves the right to relocate the contentious Vendor.
4. Vendors must remain 10 meter (32.8 feet) away from intersections and LRT entrances.
5. The vending operation must not create any sign and/or sight obstructions for pedestrians, vehicles, or adjacent store front windows.
6. The Vendor must not obstruct doorways, transit zones, fire hydrants, driveways, loading zones, or emergency access routes.
7. Vendors may be allowed to move operations along the block side, if previously approved.
8. A minimum amount of clearance must be maintained by the Vendor for the safe and unobstructed movement of able-bodied and/or handicapped pedestrians as follows:
 - Low pedestrian corridors (most residential and industrial locations) - 1.5 meters (5 feet).
 - High volume pedestrian areas (Downtown / Old Strathcona) 3 meters (10 feet).
 - Medium volume pedestrian areas (most commercial areas/near schools) 2.5 meters (8.5 feet).

Note: Clearance is defined as the distance between all items existing on the sidewalk, such as poles, trees, hydrants, kiosks, benches, sidewalk café areas, garbage enclosures, newspaper boxes and parking meters. The required clearance varies as outlined above.

1. The Street Vending Coordinator reserves the right to establish additional Vendors in Special Event areas during a special event, at the request of the event organizer.
2. Maximum size of vending stand is 1.5 meters (5 feet) wide, 2.5 meters (8.5 feet) long (including hitch), 2.5 meters (8.5 feet) high.
3. Tents or canopies are not allowed on City sidewalks except where permission has been obtained from the Street Vending Coordinator.
4. Letters of Permission must be renewed when Vending Permits are renewed.
5. All vending must be oriented toward the sidewalk traffic.

6. Where a conflict arises because of construction or other unforeseen problems, the Street Vending Coordinator reserves the right to relocate a vendor.
7. Sidewalk vending units will not be permitted at metered parking locations or other roadway sites.

B. Guidelines for Vending on City Roadways

1. All provisions stated in General Conditions of the Letter of Permission are applicable.
2. Permission will not be granted to Vendors where a conflict with an existing business is evident.
3. Where a conflict arises with an existing business, the Street Vending Coordinator reserves the right to relocate the contentious Vendor.
4. One roadside vending operation is allowed per block side.
5. All existing parking restrictions apply. Vending units may not operate on arterial roadways where rush hour parking bans are in force.
6. To avoid the creation of hazards and congestion, Vendors may not operate on boulevards or shoulders adjacent to major arterial roadways.
7. Approval for parked vending operations will be confined to areas where land use is business or recreation orientated.
8. The Vendor will be responsible for payment of the meter hooding charge and the daily meter fee.
9. The Street Vending Coordinator reserves the right to establish additional Vendors in Special Event areas during the special event, at the request of the event organizer.
10. Overhead canopies or vertically operating doors must not obstruct or hinder safe pedestrian traffic.
11. Letters of Permission must be renewed when Vending Permits are renewed.
12. All vending must be oriented toward the sidewalk. Vehicles facing towards oncoming traffic will not be permitted.
13. Where a conflict arises because of construction or other unforeseen problems, the Street Vending Coordinator reserves the right to relocate the Vendor.
14. Vehicle parking is not permitted at sidewalk locations.

9. GUIDELINES FOR ICE CREAM VENDORS

All Ice Cream vending for Edmonton sidewalks and parks are managed through the Street Vending Program. Vendors that wish to sell only ice cream products should complete:

SECTION A – GENERAL APPLICATION and SECTION D – ICE CREAM ONLY.

Ice Cream Vendors who are part of the Mobile Ice Cream Vendor Program are not allowed to remain stationary for longer than it takes to serve a customer(s) in that area, usually three (3) – five (5) minute stops. A Mobile Vendor must keep moving and only stop when approached by a customer. If the Vendor remains stopped for longer than five minutes, they become a temporary Vendor at that location and must have the proper Vendor Permit. The Vendor cannot actively solicit or harass park users or pedestrians.

Ice Cream Vendors who are mobile must stay out of parks not assigned to them. If a Vendor is assigned to a park, all other Ice Cream Vendors must consider the park to be off limits. Passing through the park is not a valid reason for infringing on the business territory of another vendor.

Motorized Ice Cream Vendors must only vend in permitted areas, and remain on the roadway.

10. GUIDELINES FOR SIGNS

- Signs must be portable.
- Maximum size – 0.6 meter (2 feet) wide x 1 meter (3 feet) high.
- Limit of 2 signs per Vendor.
- Signs must be placed within 10 meters (32.8 ft) of vending unit, except in high speed locations where special approval from the City's Transportation and Streets Department will allow greater distances.
- Signs must be placed in line with streetlight poles and parking meters to allow for pedestrian traffic.
- Signs must be constructed of a painted wooden or metal material such that a rigid frame is provided, and debris such as torn paper and cardboard is not present.
- Signs can only be in place during hours of operation (7:00 a.m. – 11:00 p.m.).
- Signs must be recessed from street corners by a minimum of 2 meters (6.8 feet) to preserve sight lines and not obstruct pedestrian traffic.
- Signs cannot be placed on center medians.
- In the event of conflicts or unforeseen problems, the City reserves the right to request the removal of offending signs.
- Failure to comply with the above guidelines can result in the Vendor's Letter of Permission and Vending Permit being revoked and/or a fine levied.
- No warning is necessary for Bylaw Enforcement to remove signs.

- Signs shall not be placed on or attached to fire hydrants, streetlight poles, poles/standards/towers supporting electrical transmission lines and electrical boxes, street furniture (benches, garbage receptacles, bike racks, newspaper boxes), trees, tree guards, sound attenuation walls or fences on city right-of-way.
- Signs must not be located on traffic control devices or where they obscure, detract from or could be confused with a traffic control device.
- In high speed thoroughfares where speed limit is 70 kilometers an hour or greater, the following applies:
 - Maximum size – 1.5 meters (5 feet) wide x 1.5 meters (5 feet) high
 - Maximum of three directional signs per direction of travel per location
 - Within 500 meters (approximately 1650 feet) of vending location

11. GUIDELINES FOR TABLES AND CHAIRS

Tables and chairs will not be allowed at City owned vending sites with the exception of select pre-authorized park sites. A letter of request to place tables and chairs at a vending site must accompany the Application.

12. RECYCLING/GARBAGE

All Vendors are required to recycle glass, cans and plastics in separate recycle containers. The Vendor must collect and dispose of any refuse produced directly or indirectly by the vending operation within a 6-meter (20 feet) area of the stand. This includes refuse/litter discarded by customers, pedestrians or operators. If a commercial container is not provided, the Vendor must remove the garbage from the site.

13. FINES

Transportation Bylaw 5590, Part 13, Section 1307, Street Vending states that:

- (1) No person shall, unless he has obtained a permit from the 'Street Vending Coordinator', sell or display goods or place any temporary or permanent structure related to the selling or displaying of such goods on the highway of the City of Edmonton; and
- (2) The size, form, design of structures must be approved by the 'Street Vending Coordinator'.

Failure to display a valid VENDING PERMIT issued by Community Services Department is an offence under Bylaw 5590, Part 13, Section 1307, with a fine of **\$510.00**.

14. VENDING SEASONS

Vending opportunities are available to all Vendors by written request during pre and post seasons.

Pre Season	January 1 – April 30
Vending Season	May 1 – October 31
Post Season	November 1 – December 31

15. OLD STRATHONA BUSINESS ASSOCIATION

The Old Strathcona Business Association (BRZ-Business Redevelopment Zone) will review all assigned Applicants in the Old Strathcona area. Prior to the final approval of applications for the Old Strathcona Vending locations, a meeting between the Street Vending Coordinator and the Old Strathcona Business Association will be held, to get the Association's approval for vendor applications in this area.

16. SAFETY

The Vendor will at all times operate their Vending Unit and site in a safe and responsible manner. Failure to comply may result in the immediate withdrawal of the Letter of Permission and Vending Permit for that site or location.

17. EVENT ASSOCIATION

Any Vendor operating at an Event without the authorization of that Events Organizer will have their Operator's Letter of Permission and Vending Permit removed.

18. INFORMATION MEETING

An information meeting for the 2003 year will be held during the last week of March. A notice of meeting date and time will be sent to all registered Vendors.

19. VENDOR CODE OF CONDUCT

Vendors must conduct themselves in a professional manner at all times. Any complaints received concerning unprofessional conduct which includes, but is not limited to, use of profane language, consumption of alcohol or drugs, cleanliness of the Vendor or Vendor's product will be considered grounds for termination of vending privileges.

20. LEGISLATIVE GROUNDS

The City of Edmonton Street Vending Program does not administer the program on the Alberta Legislative Grounds. For information regarding the legislative property, contact Edward Leitert at (780) 427-4875 or fax (780) 422-9753.

21. COMPLETION OF SECTION A – GENERAL INFORMATION FORM

- 1. Trade or Business Name** – Please fill in **only one** of the following:

- (a) Company Name (e.g. Hot Dogs, 1234545 Alberta Ltd., Fruit Holdings Ltd.)
- (b) Personal Name – If there is no company name (e.g. Rob Smith, Al Jones)
- (c) Name Under which Income Tax is paid (e.g. Hot Dogs, Food Express)

2. Registered Owner – Please complete the following:

Name: Enter the name of the owner of the business. In the case where not owned by a company, enter the personal name. Should be the same as paragraph 21-1(b)

Address: Enter the address from which you conduct business or the address to which your mail is delivered. In some cases it may be your home based operation or even a postal box number.

City: Enter the village, town or city in which you are located or conduct business from, even though you wish to vend in the City of Edmonton (e.g. St. Albert, Edmonton, Sherwood Park).

Postal Code: Enter the appropriate postal code for the address indicated.

Phone Number: Enter the area code and number where you can be contacted.

- 3. **Unit Type** - Place a check mark next to the type of Unit you will be operating (Eg. Vehicle, Sidewalk Cart, Ice Cream only).
- 4. **Insurance Requirements** – Enter the policy number, expiry date, name of insurance company and coverage amount. Enclose a copy.
- 5. **Health Permit** – Enter Health Permit number and expiry date. Enclose a copy.
- 6. **Previous Service** – Describe previous vending experience. State whether you are a first time Vendor.
- 7. **Unique Features** – Describe any unique features of your operations or unit.

APPLICATION FORM

2005 VENDOR CHECKLIST

VENDOR NAME: _____

***PLEASE CHECK OFF ITEMS ENCLOSED**

- SECTION A - General Information Application (all applicants)

- SECTION B - Vehicle Application

- SECTION C - Sidewalk Cart Application

- SECTION D - Ice Cream only Application

- Copy of Insurance Policy or Letter of Intent from Insurance Company.

- Copy of Health Permit (if applicable)

- Photograph or likeness of your Vending Unit

- Product Price List if more than four items

- Letter of Permission

*** PLEASE ENSURE YOU INCLUDE THIS PAGE PLUS ALL APPLICABLE INFORMATION LISTED ABOVE IN YOUR SUBMISSION**

The personal information collected from you in Sections A, B, C, D of the Street Vendor Application is collected under authority of The Freedom of Information and Protection of Privacy Act S. 33 c and will be used to administer the Street Vending Program. If you have questions about the collection of personal information in this application please contact the Street Vending Administrator at (780) 496-8363.

Date Completed: _____

SECTION A - GENERAL INFORMATION

ALL APPLICANTS MUST COMPLETE THIS SECTION

1. Trade or Business Name: _____

2. Registered Owner:

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ or _____

3. Unit Type: (check one)

Vehicle (see Application Form - Section B - blue)

Sidewalk Cart (see Application Form - Section C - yellow)

Ice Cream Only (see Application Form - Section D - pink)

4. Insurance Requirements

The City of Edmonton requires each Vendor to have \$2,000,000 (two million dollars) General Comprehensive Public Liability Insurance.

a) If you have insurance (attach copy):

b) If you have not yet obtained insurance, please enclose a Letter of Intent from an insurance Company stating that your business qualifies for insurance coverage. Once obtained a copy of your policy must be forwarded to be attached to your application before your Vending Permit will be issued.

Policy # _____ Expiry Date: _____

Insurance Company: _____

Coverage Amount: _____

5. Health Permit

If you are selling food products other than fresh fruit or vegetables, please your state Health Permit

Number _____ and attach a copy.

6. Previous Experience

Please describe previous vending experience (when, where, products):

7. Unique Features

Please describe any unique features of your operation. (Uniform, costumes, special offers or promotions, etc.) Photo may be submitted.

PLEASE ALSO COMPLETE ONE OF THE ADDITIONAL FORMS THAT APPLY TO YOU.

- ◆ Section B (blue) - Vehicles
- ◆ Section C (yellow) - Sidewalk Cart
- ◆ Section D (pink) - Ice Cream only

APPLICATION DEADLINE: April 11, 2005 at 4:00 p.m.

- ◆ Mail or drop off application at:

Street Vending Program
Community Services Department
4th Floor, Century Place
P.O Box 2359
Edmonton Alberta T5J 2R7

Date Completed: _____

SECTION B - VEHICLES

Complete this section if operating a truck or mobile unit that must be parked on a City street.
Trailers, whether attached to a self-propelled unit or not, are not allowed under the Highway Traffic Act.

Business
Name: _____

Registered
Owner: _____

A. Vehicle Make: _____ Model: _____ Colour: _____
Year: _____ License #: _____ Province of Registration: _____

B. Description

Please enclose a photograph, faithful colour likeness or graphic representation of your unit with dimensions marked.

C. Products

Please list products for sale:

- 1. _____ Price: _____
- 2. _____ Price: _____
- 3. _____ Price: _____
- 4. _____ Price: _____

If more than four products, please enclose a complete product and price list.

D. Location and Operation

Please refer to attached roadside vending location information and state preferred locations and proposed service.
Remember to choose carefully as first choice locations are priorities over second choice locations.

First Choice: Location # _____

Open: Months: _____ Days: _____ Hours: _____

Second Choice: Location # _____

Open: Months: _____ Days: _____ Hours: _____

Third Choice: Location # _____

Open: Months: _____ Days: _____ Hours: _____

Please note any exceptions to any of the above choices (i.e. days open or hours open)

ROADSIDE VENDING LOCATIONS (SUBJECT TO CHANGE)

LOCATION #	METER #	DESCRIPTION
1	H500-	East side of 108 Street North of 99 Ave (NE corner)
2	H395	West side of 108 Street North of 99 Ave
3	H850	East side of 107 Street North of 99 Ave
4		61 Ave and 109 Street (SW corner)
5		167 and Campbell Road
6		Rundle Park - 29 Street and 118 Avenue (Tennis court/sports field parking lot)
7		Forest Heights Park - 84 Street & 103 Avenue (Tennis court parking lot)
8		Borden Park - 112 Avenue and 74 Street (parking lot)
9		Whitemud Park (Off Keillor Road across from Equine Entrance at Park entrance)
10		Emily Murphy Park-In parking lot
11		Victoria Park (main parking lot on River Valley Road)
12		Meridian Street (1st Street) and Hayter Road (122 Avenue) -off Hwy. 16East on road to Cloverbar Dump
13		97 Street and 157 Avenue (SE corner of 157 Avenue & 97 Street on Service Road-Developer Activity
14		Parking lot East of Royal Glenora Club
15		Rollie Miles Athletic Grounds (104 Street & 76 Avenue)
16		Mill Woods Park
17		127 Street & 167 Avenue (SW Corner)
18		Gateway Park
19		Government House Park -In parking lot
20		Manning Freeway at 17A Street (N.E. corner) (May be closed due to construction)

- 21 91 Street and 45 Ave West side of Whitemud-Access to snow storage
- 22 Whitemud Park (East side of Keillor Road at Equine Center Entrance)
- 23 Gold Bar Park
- 24 Laurier Park - Buena Vista Road and 134 Street
- 25 Victoria Trail and Hermitage Road (SE Corner)
- 26 56 Street and 23 Ave (SE corner)
- 27 19110 Stony Plain Road East of Propane Station
- 28 23 Ave and 128 Street (NW area)
- 29 City Arts Center (109 Street and 84 Avenue)
- 30 210 Street and Stony Plain Road (SE corner)
- 31 St. Albert Road NW (467 feet from St. Albert Welcome Sign)
- 32 49 Street and 101 Ave

The above locations have been approved. Requests for new locations are to be made to the Street Vending Administrator and are subject to review and approval by the Transportation and Streets Department.

Date Completed: _____

SECTION C - SIDEWALK CARTS

Complete this section if operating stands or cart units on sidewalks or downtown park areas.

Business
Name: _____

Registered
Owner: _____

A. Description

Please enclose a photograph, faithful colour likeness or graphic representation of your unit with dimensions marked.

B. Products

Please list products for sale:

- 1. _____ Price: _____
- 2. _____ Price: _____
- 3. _____ Price: _____
- 4. _____ Price: _____

If more than four products, please enclose a complete product and price list.

C. Location and Operation

Please refer to attached sidewalk vending locations and state preferred location and proposed service for each vending unit. Remember to choose carefully as first choice locations are priorities over second choice locations.

Unit 1.

First Choice: Location# _____

Open: Months: _____ Days: _____ Hours: _____

Second Choice: Location# _____

Open: Months: _____ Days: _____ Hours: _____

Third Choice: Location# _____

Open: Months: _____ Days: _____ Hours: _____

Unit 2.

First Choice: Location# _____

Open:Months:_____ Days: _____ Hours:_____

Second Choice: Location# _____

Open:Months:_____ Days: _____ Hours:_____

Third Choice: Location# _____

Open:Months:_____ Days: _____ Hours:_____

Unit 3.

First Choice: Location# _____

Open:Months:_____ Days: _____ Hours:_____

Second Choice: Location# _____

Open:Months:_____ Days: _____ Hours:_____

Third Choice: Location# _____

Open:Months:_____ Days: _____ Hours:_____

Please note any exceptions to any of the above choices (i.e. days open or hours open)

Unit 4 - Location # _____ **Unit 7** - Location # _____

Unit 5 - Location # _____ **Unit 8** - Location # _____

Unit 6 - Location # _____ **Unit 9** - Location # _____

D. Fleet

Please state the total number of units in your fleet: _____

Each unit will have an individual first, second and third choice location.

SIDEWALK SITES AND DOWNTOWN PARKS AREA (SUBJECT TO CHANGE)

LOCATION #	DESCRIPTION
1	(NE corner) 100 Street and 102 Avenue (SWCS)
2	(SE corner) 101 Street and Jasper Avenue
3	(SW corner) 100 Street and 102 Avenue (SWCS)
4	Rice Howard Way - 101A Avenue and East side of 101 Street (Away from Emergency Access Route)
5	West side of 99 Street, North of 102 Avenue-In front of Art Gallery
6	Beaver Hills House Park, 105 Street and Jasper Avenue
7	Centennial Plaza, 100 Street and 101 A Avenue
8	Cenotaph Park, 102 Street and MacDonald Drive
9	(SE corner) 100 Street and 102 A Avenue
10	Grant Notley Park, 116 Street and 100 Avenue
11	(NE corner) 103 Street and Jasper Avenue
12	(NW corner) 100 Street and Jasper Avenue-Food vendor only and must be West of corner
13	Coronation Park
14	10148 - 102 Avenue (NE corner)
15	Mill Woods Park
16	Rice Howard Way - South side 101 A Avenue midway between 100 A St and 101 St.
17	Rice Howard Way - SW corner 100 A Street and 101 A Avenue
18	Rundle Trail House (Rundle Park)
19	10666-97 St. - (Store Front - Old 10704 97 St location)
20	102 Street and 100 Ave (SE corner-Across from Second Cup at Library)
21	Canada Place Park – Jasper Avenue, between 97 and 99 Streets
22	107 Street and 100 Ave (In front of 7 th Street Plaza)
23	102 Street and Jasper Avenue (SE corner)-Note: Taste of Edmonton (Special Event Exempt)
24	112 Street and Jasper Ave (NE corner)
25	109 Street and Jasper Ave (SE corner)

- 26 100 Ave and 108 Street (SE corner)
- 27 101 A Ave and 99 Street-Shoctor Alley (SE corner)
- 28 Mill Woods Park-Skate Park area

The above locations have been approved. Requests for new locations are subject to review and approval by the Transportation and Streets Department

OLD STRATHCONA (SUBJECT TO CHANGE)

- 1 (SW corner) 104 Street and 82 Avenue-No food or beverage
- 2 (SE corner) 104 Street and 81 Avenue
- 3 (NW corner) 103 Street and 82 Avenue-No food or beverage
- 4 (NE corner) 104 Street and 83 Avenue — Gazebo Park (2 Units)
- 5 (SW corner) 104 Street and 83 Avenue
- 6 Front of Walterdale Theatre (10322-83 Avenue) on concrete pad. Vending unit cannot exceed one ton.
- 7 West of Walterdale Theatre on Brick Pad (10322 - 83 Avenue) on concrete pad, West of Fire Fighter's monument
- 8 105 Street and 82 Avenue – South side of Whyte and East of 105 Street bus stop
- 9 82 Avenue – Eastside of Railway Tracks
- 10 (SE corner) 103 Street and 82 Avenue
- 11 82 Ave-North side east of 104 Street

CANADA DAY FIREWORKS/WATERFALL VENDING LOCATIONS (SUBJECT TO CHANGE)

- 1 South side of 101 Avenue and Jasper Avenue (Next to dirt road leading to Shaw Conference Centre)
- 2 South side of (105 St) Walterdale Bridge Across from Kinsmen Park
- 3 South side of Jasper Ave and East of 97 Street (Next to Transit Shelter) -Ice Cream only
- 4 SE corner of Jasper Avenue and 97 Street Sidewalk (Next to the Shaw Conference Centre Carin)
- 5 NW corner of Jasper Avenue and 97 Street (In front of Canada Place)
- 6 South side of 101 Avenue and 95 A Street (On grass at top of Grierson Hill)
- 7 High Level Bridge – South end-Ice Cream only
- 8 98 Avenue and Strathearn Crescent (Clearing above 98 Avenue)
- 9 Cloverdale Park Foot Bridge - North end off the bridge (enter from South end)
- 10 Cloverdale Park Foot Bridge - South end off the bridge
- 11 9630-101 Avenue – South side of 101 Avenue (Near St. Barbara's Church)
- 12 Top of Connors Hill at the Intersection of Connors Road and Cloverdale Road
- 13 Grierson Hill (Near Parking Lot Entrance)
- 14 Gallager Park
- 15 North side of 101 Avenue where 101 Avenue and Jasper Avenue meet (In the little park)
- 16 Kinsmen Park-No Ice Cream

SECTION D - ICE CREAM ONLY

Complete this section if vending unit is a cart or stand (Not Trailers) and only ice cream products are being sold.

Business

Name: _____

Registered

Owner: _____

A. Description

Please enclose a photograph, faithful colour likeness or graphic representation of your unit with dimensions marked.

B. Product

Please list products for sale:

- 1. _____ Price: _____
- 2. _____ Price: _____
- 3. _____ Price: _____
- 4. _____ Price: _____

If more than four products, please enclose a complete product and price list.

C. Location and Operation

Please refer to attached ice cream only vending locations and state preferred location, proposed service (months, days and hours) and number of vending units. Please list in order of preference.

- 1. Location # _____ Months _____ Days _____ Hours _____ No. of Units _____
- 2. Location # _____ Months _____ Days _____ Hours _____ No. of Units _____
- 3. Location # _____ Months _____ Days _____ Hours _____ No. of Units _____
- 4. Location # _____ Months _____ Days _____ Hours _____ No. of Units _____
- 5. Location # _____ Months _____ Days _____ Hours _____ No. of Units _____
- 6. Location # _____ Months _____ Days _____ Hours _____ No. of Units _____

D. Inventory _____

Please state total of vending units in your inventory _____.

ICE CREAM VENDING LOCATIONS (SUBJECT TO CHANGE)

<u>LOCATION #</u>	<u>DESCRIPTION</u>
1	(SE corner)101 Street and Jasper Avenue
2	(SE corner) Rice Howard Way - 100A Street and 101 A Avenue
3	Rice Howard Way - NW corner of 100 A Street and Jasper Avenue
4	NE corner of Rice Howard Way – 100 A Street and 102 Avenue
5	East side of 99 Street, North of 102 Avenue — In Front of the Winspear
6	Beaver Hills House Park - 105 Street and Jasper Avenue
7	Centennial Plaza – 100 Street and 101 A Avenue
8	Cenotaph Park - 102 Street and MacDonald Drive
9	Sir Winston Churchill Square - 100 Street and 102 A Avenue
10	Grant Notley Park - 116 Street and 100 Avenue
11	Gold Bar Park - 50 Street and 109 Avenue - up to 2 units
12	Kinsmen Park - 107 Street and 90 Avenue - up to 3 units
13	Emily Murphy Park - Emily Murphy Road and Groat Road - up to 2 units
14	Laurier Park - Buena Vista Road and 134 Street - up to 3 units
15	Borden Park - 112 Avenue and 74 Street - must stay off concrete pad and 100 feet away from concession - up to 3 units
16	Cloverdale Park - 98 Avenue and 96 A Street - up to 2 units
17	Dawson Park - 89 Street East of Rowland Road - up to 2 units
18	Whitemud Park - Keillor Road and Fox Drive - up to 2 units
19	Mill Creek Park - must not be on the pool side of the bridge
20	West side of 104 Street North of Jasper Avenue (NW corner)
21	Victoria Park - 1 unit
22	Groat Road South (top of the hill before traffic circle)
23	Wildrose Park Castledowns 115 St. and 153 Ave (1 unit)
24	City Hall on sidewalk in front of Wading Pool (Southeast corner area.) (1 Unit).

**COMMUNITY SERVICES DEPARTMENT 2005 STREET VENDING
LETTER OF PERMISSION**

PERMIT NO: _____

LOCATION(S): _____ METER/STALL NUMBER(S): _____

SPECIAL CONDITIONS:

A SIGNED COPY OF THIS AGREEMENT SHALL ACT AS A LETTER OF AUTHORIZATION FROM BOTH THE COMMUNITY SERVICES DEPARTMENT AND THE TRANSPORTATION AND STREETS DEPARTMENT AND AS AN AGREEMENT BY THE VENDOR TO COMPLY WITH ALL TERMS AND CONDITIONS STATED IN THE BODY OF THIS AGREEMENT

I BUSINESS NAME: _____

II NAME OF OWNER: _____

ADDRESS: _____

PHONE NUMBER: _____

III TRAVELLING/TEMPORARY SALES LICENSE NO: _____

EXPIRY DATE: _____

IV LIABILITY INSURANCE: NAME OF INSURER: _____

POLICY NUMBER: _____ EXPIRY DATE: : _____

V PRODUCT(S) TO BE SOLD: _____

HEALTH PERMIT EXPIRY DATE: _____

VI VENDOR UNIT (vehicles only)
Type of vehicle(s) and/or equipment that will be on site: _____

Make: _____ Model: _____ Year: _____ Colour: _____

License Number: _____ Province of Registration: _____

VII ASSESSED FEE: _____

FEES ARE PAYABLE IN CASH, MONEY ORDER OR CERTIFIED CHEQUE ONLY. CHEQUES TO BE MADE PAYABLE TO: The City of Edmonton

I, the Undersigned, agree to the following terms and conditions established by the Community Services Department and the Transportation and Streets Department when conducting the vending operating referred to above.

I understand that I must keep a copy of this Letter of Permission at any stand or vehicle and that I must present it, upon request, to members of Bylaw Enforcement, Edmonton Police Services, Community Services Department and Transportation and Streets Department. If I do not have a copy of the Letter of Permission with me, I understand that I may be asked to leave the property. I understand that this Letter of Permission is not assignable.

THE VENDOR AGREES

- (a) To assume all responsibility for themselves and anyone whom they have hired or otherwise authorized to sell goods or products at the vending location and to see that they are aware of and comply with the terms and conditions of this Permission.
- (b) To indemnify and save harmless the City of Edmonton, its employees and agents, from and against all claims, expenses, actions, losses, costs and suits caused by or arising out of, directly or indirectly, the performance of this Letter of Permission, or by reason of any matter or thing done by or not done by the Vendor, its employees or agents.

NOTE: VENDORS ARE REQUIRED TO SHOW PROOF OF LIABILITY INSURANCE SATISFACTORY TO THE CITY'S RISK MANAGER.

- (c) To have received all necessary permits, licenses, and letters of permission required by various federal, provincial or municipal agencies.
- (d) To comply with all laws, regulations and bylaws whether federal, provincial or municipal in regard to the vending operation.
- (e) To not actively solicit or harass park users or pedestrians.
- (f) To not sell to customers in their vehicles (the client must approach you).
- (g) To keep the unit and immediate area clean and neat.
- (h) To provide garbage and recycling receptacles at the vending unit for all customers to discard any waste from the product sold (wrappers, cores, etc.).
- (i) To collect and dispose of any refuse produced directly or indirectly by the vending operation within a 6 meter (20 foot) area of the stand. This also includes any packages that may be discarded by the operator or customers. If a commercial container is not provided then the operator shall take the garbage away from the site.
- (j) To locate the operation at and within the assigned area, or to operate within the assigned guidelines relative to the particular site.
- (k) To adhere to any specific restrictions identified by the Community Services Department and Transportation and Streets Departments.
- (l) To remove the vending unit and any materials associated with the vending operation each evening. ABSOLUTELY NO VEHICLES, STANDS, GARBAGE, RECEPTACLES, ETC., WILL BE ALLOWED TO REMAIN ON SITE AFTER 11 PM EACH DAY.

Agreed to: _____
Vendor's signature

Authorized by: _____
Street Vending Administrator

Authorized by: _____
Transportation and Streets Department (or designate)

Date Completed: _____