



VENDING GUIDELINES

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1. Permit Types, Vendor Categories and Vendor Types

If you sell, display or distribute goods or services on a public street or other public space, you require a Vending Permit.

1.1. Permit Types

1.1.1. Vending, Festival and Event

In addition to Vending Permits, there are two other types of permits associated with vending. All three permit types are described below:

- **Vendor Permit:** Vendors operating independently are required to obtain a Vendor Permit for each unit operated on City property.
- **Festival Vendor Permit:** Festivals (and large events) that would like to allow one or more vendors to operate at their event must acquire a Vendor Permit.
- **Event Vendor Permit:** Events, which include Community League events and other small events, require an Event Vendor Permit to allow one or more vendors to operate at the event.

To receive a permit, one of the following application forms must be submitted:

- Vendor Permit Application Form
- Event and Festival Vendor Permit Application Form

1.2. Vendor Categories

1.2.1. Food and Beverage, Ice Cream Only and Other

A Vending Permit is required for *each* vending unit a vendor operates on City property. All vendors acquiring a Vending Permit fall under one of the following vendor categories:

- Food and Beverage
- Ice Cream Only
- Other

The definitions and policies that apply to each category are specified in sections 3.1, 3.2 and 3.3. In addition to these policies, all vendors must adhere to the general policies outlined in Section 2.

Vendors operating on private property require a letter of permission from the property owner but do not require a Vending Permit.

1.3. Vendor Types

1.3.1. Standard, Not for Profit and Artist

All vendors operating on City property are assigned one of the following vendor types by the Vending Coordinator:

- **Standard:** Any vending business that is not a Not for Profit or Artist vendor type.
- **Not for Profit:** Any vending business recognized as having not for profit status that has provided proof to the Vending Coordinator.
- **Artist:** Any vending business that sells art created by an employee of the business. A vending business that sells art created by individuals not employed by the business does not qualify as an Artist vendor type.

2. General Policies

General policies apply to all vendors operating on City property under the permission of a Vending Permit.

2.1. Approval Process

2.1.1. First Come, First Serve Approval

If multiple vendors wish to vend at the same location, the first vendor to submit an application will receive priority in the approval process. Vendors who already have a permit for a location have the option of renewing the permit before it expires. Upon expiration of the permit, anyone is able to apply and receive a Vending Permit for the location upon approval from the Vending Coordinator.

If a vendor was approved for a specific location the previous year, they will have first priority for that location. In order to retain last seasons approved location, returning vendors must submit their application by the 3rd Monday of March deadline. This does not apply where the location is no longer available due to construction or other factors.

One vending unit shall have no more than a maximum of 3 approved locations.

2.1.2. Location Requests

When an application for a Vending Permit is reviewed, several factors are taken into consideration before a location is approved or denied including:

- **Number of Vendors:** In most urban areas, only one vendor is allowed per block-side. In some circumstances more may be allowed. In parks and other areas the number of vendors near the location is also considered.
- **Proximity and Product or Service:** The proximity the requested location is to other businesses is taken into consideration in the approval process. A location will not be approved if it is:

- closer than 20 meters to a business that sells a similar product or service unless permission is received from the business
 - otherwise deemed to be too close to an existing business that sells a similar product by the Vending Coordinator
 - visibly obstructing the entryway or primary signage of a permanent business
 - closer than 400 meters to any school unless the school has invited the vendor to their location
- **Location Properties and Environment:** The ground surface, surrounding area and other aspects of the requested location are considered in the approval process. The following location requests will not be approved:
 - locations closer than 10 meters (32.8 feet) to intersections or LRT entrances
 - metered parking locations for vending units other than motorized vehicles
 - locations with surfaces or other aspects of the area that may be damaged by the vending operation
 - **Shared Locations:** Vendors may request to share a location that will be occupied by only one vendor at a time. i.e.: *A breakfast food vendor might close shop at 11 am to be replaced by a lunch vendor. A food vendor may wish to vend at the location only on Monday and Tuesday with another vendor (food or other) occupying the location Wednesday to Friday.*
 - The Vending Coordinator may approve shared location applications that comply with the Vending Guidelines. Every vendor intending to occupy the shared location must submit an application and pay the required fees.

2.2. Vending Site Requirements

2.2.1. Cleanliness

All vendors are required to maintain a clean and neat vending area. This includes taking measures to ensure no stains, garbage or other unwanted pollutants negatively affect the area.

In all circumstances, vendors are required to:

- provide garbage and recycling receptacles for customers.

Other steps may include:

- placing mats underneath vending units to protect the area from grease, paint and other pollutants
- securing any wrappers or items that may blow away
- cleaning the ground and surfaces surrounding the vending unit before leaving the area so no grease, debris or other unwanted pollutants are left behind

2.2.2. Obstruction Restrictions

All permitted vending locations are subject to the following restrictions:

- the vending operation must not create any visual or physical obstruction that blocks pedestrians from viewing or accessing restaurant signs, storefronts, advertising objects or other objects or areas that compromise the safety of pedestrians or limit access to objects and areas including:
 - traffic lights, doorways, transit zones, fire hydrants, driveways, loading zones, emergency access routes, roadways, roadway shoulders
- the vending operation must allow clearance on all sides of the vending unit such that pedestrians are able to easily and safely pass by without congestion
- tents and canopies are not permitted to be used in the vending operation except where permission has been obtained from the Vending Coordinator
- vehicles at metered locations must not face traffic and must park with the side the products or services are distributed from facing the sidewalk
- generators used to provide power to the vending unit are only permitted if they do not create a disturbance

2.2.3. Signage

Vendors must not use more than one sign and, if a sign is used, it must be:

- portable and not attached to posts, sidewalks, infrastructure or other permanent objects
- stable enough to maintain positioning in all conditions the vendor chooses to operate in
- of a maximum size of 0.6 meters (2 feet) X 1.0 meters (3.3 feet) high and positioned such that roadways are clearly visible and pedestrian traffic is not obstructed
- removed when the vending unit is not at the vending location
- in accordance with Section 2.2.2

2.2.4. Tables and Chairs

Vendors are not authorized to provide tables or chairs at a vending location unless they are approved by the Street Vending Coordinator

2.2.5. Hours of Operation

Approved vendors are permitted to operate on City property between the hours of:

- 5:00AM – 3:00AM in locations other than City parks unless otherwise specified on the Vending Permit or by the Vending Coordinator
- 5:00AM – 11:00PM in park locations unless otherwise specified by the park hours

2.2.6. Operation

Vendors are not permitted to:

- smoke within 5 meters of the vending unit
- leave the vending unit unattended during operation
- leave the vending unit overnight
- sell illegal products such as counterfeit or stolen goods

2.3. Appeals

Any party unsatisfied with a location request denial or approval may appeal the decision. To appeal, submit a formal letter to the Vending Coordinator that includes:

- the address or name of the location that was denied or approved
- the names of any other parties involved
- the reason for the appeal
- the reason it is believed the location request or denial should be overturned

The appeal will be reviewed and all other involved parties will be provided the opportunity to file written arguments with the City in response.

A three member panel will then:

- review all of the provided information
- contact the parties for more information if necessary
- provide a written decision to the involved parties

3. Specific Vending Category Policies

In addition to the General Policies that apply to all vendors with a Vending Permit, specific vending category policies also apply to the Food and Beverage, Ice Cream Only and Other vendor categories.

3.1. Food and Beverage

3.1.1. Definition

Any vendor that sells or distributes food or beverages other than fresh fruit or vegetables is categorized as a Food and Beverage vendor.

3.1.2. Requirements

Food and Beverage vendors require the following to apply for a Vending Permit:

- Business licence from The City of Edmonton
- Vendor permit application
- \$2,000,000.00 (two million dollars) of public liability insurance
- Food Handling Permit for the vending unit (contact Alberta Health Services)
- Vehicle registration*

- Menu and/or Product list
- Photo of vending unit
- Vendor Unit Certifications of Inspection (plumbing & gas systems, ventilation systems, electrical systems, fire extinguishing systems)*
- Edmonton Fire Rescue Services Requirements*

*As applicable to vending unit

3.1.3. Vending Location

Food and Beverage vendors have the option of receiving up to three locations per Vending Permit at the same costs specified in Section 3.4.1. The Vending Coordinator may approve more than three locations per permit in some circumstances.

As specified in Section 1.1.1, each vending unit requires a vending permit and therefore vendors operating more than one vending unit will be required to pay fees for a Vending Permit for each unit.

3.2. Ice Cream Only

3.2.1. Definition

Ice Cream Only vendors only sell or distribute ice cream treats. If food other than ice cream treats are sold or distributed, the business falls under the Food and Beverage category.

3.2.2. Requirements

Ice Cream Only vendors require the following to apply for a Vending Permit:

- Business licence from The City of Edmonton
- Vendor permit application
- \$2,000,000.00 (two million dollars) of public liability insurance
- Food Handling Permit for the vending unit (contact Alberta Health Services)
- Vehicle registration*
- Menu and/or Product list
- Photo of vending unit
- Vendor Unit Certifications of Inspection (plumbing & gas systems, ventilation systems, electrical systems, fire extinguishing systems)*

*As applicable to vending unit

3.2.3. Vending Location

Vendors in the Ice Cream Only category may receive permission from the Vending Coordinator to roam freely or within a roaming zone. Vendors are required to obtain a Vending Permit and in instances where free roaming or a roaming zone has been approved, it will be stated on the permit.

No vendors, including Ice Cream Only vendors, are allowed to vend within 400 meters of any school except in a circumstance where the school has invited the vendor to their location.

As specified in Section 1.1.1, each vending unit requires a vending permit and therefore vendors operating more than one vending unit will be required to pay fees for a Vending Permit for each unit.

3.3. Other

3.3.1. Definition

Vendors in the Other category include those that sell, distribute or display clothing, jewelry, promotional content, information, fresh fruits or vegetables or other goods or services that do not fall into the Food and Beverage or Ice Cream Only categories.

3.3.2. Requirements

Vendors in the Other category require the following to apply for a Vending Permit:

- Business licence from The City of Edmonton
- Vendor permit application
- \$2,000,000.00 (two million dollars) of public liability insurance
- Vehicle registration*
- Menu and/or Product list
- Photo of vending unit

*As applicable to vending unit

3.3.3. Vending Location

Vendors in the Other category have the option of receiving up to three locations per Vending Permit at the same costs specified in Section 3.4.1. The Vending Coordinator may approve more than three locations per permit in some circumstances.

As specified in Section 1.1.1, each vending unit requires a vending permit and therefore vendors operating more than one vending unit will be required to pay fees for a Vending Permit for each unit.

4. Festival and Event Vendor Permits

The policies that apply to Festivals or Events hosting one or more vendors under the permission of a Festival Vendor Permit or Event Vendor Permit are specified in sections 4.1 and 4.2 respectively.

4.1. Festival Vendor Permit

As specified in Section 1.1.1, Festivals (and large events) that would like to allow one or more vendors to operate at the event must obtain a Festival Vendor Permit. A representative for the event must fill out the Event and Festival Vendor Permit Application Form and submit it to the Vending Coordinator.

A Festival Business License is required for any event operating under a Festival Vendor Permit

The City of Edmonton is not responsible for any damages or harm arising from any action or lack of action that occurs as a result of the event, including the actions of any vendor. It is therefore suggested all events purchase the appropriate insurance policies to cover expenses that may occur.

4.2. Event Vendor Permit

As specified in Section 1.1.1, Events, which include community league events and other small events, require an Event Vendor Permit to allow one or more vendors to operate at the event. A representative for the event must fill out the Event and Festival Vendor Permit Application Form and submit it to the Vending Coordinator.

Events are only permitted to host vendors that appear on the Approved Vendor List.

The City of Edmonton is not responsible for any damages or harm arising from any action or lack of action that occurs as a result of the event, including the actions of any vendor. It is therefore suggested all events purchase the appropriate insurance policies to cover expenses that may occur.

4.3. Approved Vendor List

The City maintains an Approved Vendors List that includes vendors who are compliant with City Bylaws, Vending Guidelines, and the Vending Terms and conditions. The vendors on the list have a current City of Edmonton business licence, valid public liability insurance and, if the vendor is a Food and Beverage or Ice Cream Only vendor, a Food Handling Permit. These vendors can be hired for events on City property or by the City for civic events. The list does not represent a City endorsement; any vendor that complies with the requirements will be added to the list.

5. Fees

5.1. Vending Permit Fees

The fees for a Vending Permit are as follows:

	Standard Vendor	Standard Vendor	Not for Profit	Artist
Vending Permit	\$115/month	\$12/day	\$21/month	\$11/month

Note: Fees for vendors in the Food and Beverage, Ice Cream Only and Other categories are the same, they only differ based on length or if vendors are classified as having a Not for Profit or Artist vendor type.

5.2. Festival and Event Vendor Permit Fees

The fees for a Festival Vendor Permit or Event Vendor Permit are as follows:

	Standard	Not for Profit	Artist
Festival Vendor Permit	\$58/vendor per event	\$21/vendor per event	\$11/vendor per event
Event Vendor Permit	\$36/event	\$21/event	\$11/event

5.3. Other Fees

5.3.1. Meter Hooding Fees

Vendors operating at a parking location with a meter must apply for a hood to be placed on the meter to secure the spot. Meter hooding fees are as follows:

Hooding and Hood Removal	\$68.11
Rate	\$23.15/day

5.3.2. Application Fee

An Application Fee is currently under review.

5.3.3. Administration Fee

An Administration Fee is currently under review.

6. Permit Revocation, Relocation and Fines

6.1. Permit Revocation and Relocation

The City of Edmonton reserves the right to revoke or change the permitted location(s) on any Vending Permit issued by the City of Edmonton with or without reimbursement of fees. Often, permit revocation or relocation is due to:

- a conflict with an existing business
- construction or other unforeseen events
- vendors not deemed to be behaving appropriately by the Vending Coordinator
- a lack of adherence to the Vending Guidelines

6.2. Fines

In addition to the revocation of a Vending Permit, a vendor operating without adhering to all City of Edmonton bylaws may be fined. Relevant bylaws include:

- Traffic Bylaw: #5590 67 (1 or 2)
- Parkland Bylaw: #2202 15(e)
- Business Bylaw: Section 4 #13138

Fines for failing to adhere to these bylaws range from \$250 - \$400 per bylaw violation. Other bylaws and fines may apply.

7. Definitions

City of Edmonton Property: All property owned by the City of Edmonton (often referred to as City property or public property). This includes roadways, sidewalks, parks and other property owned by the City.

Festival: An event that is supported by the Edmonton Arts Council or is recognized by the Civic Events Office. Any event that does not meet this standard is not considered a festival.

Large Event: Typically, large events include road closures, a large number of vendors or other attributes that signify the event is of a large scale. The Vending Coordinator uses their discretion to determine whether an event is defined as a large event.

Event: Any small, event (including community league events) being hosted on City of Edmonton property.

Vending Operation: The selling, distributing or displaying of products or services by a vendor and all events related to the operation including:

- Customers purchasing, viewing or receiving one or more products or services from the vendor
- Setting up and removing all vending equipment

Vending Unit: Any vehicle, cart, trailer, table, scooter, stand or other primary piece of equipment used to assist a vendor in the selling or distribution of products or services.