



VENDOR APPLICATION

Must be completed before soliciting on any City of Star property 15 days prior to use

Are you applying for a:

- Mobile Sales Unit - Temporary Location or Event
- Tent/Pop-up or Booth Unit - Temporary Location or Event
- Mobile Unit or Booth - Fixed Location for an extended period (typically one year)
 (location must be first be approved by Planning & Zoning, limited number available)

Business Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Proposed Location of Operation: _____

Name of Event (if applicable): _____ Dates/Hours of Operation: _____

Describe Business/Goods Sold: _____

Mobile Units ONLY: License Plate State and Number of mobile units: _____

Applicant	Requirement	Staff Initials
	Fully Complete Vendor Application	
	MOBILE UNITS ONLY:	
	Proof of Motor Vehicle Insurance	
	Fire Department Certificate of Inspection #: _____	
	ALCOHOL SALES ONLY:	
	Alcohol Catering Permit	
	FOOD SALES ONLY:	
	Copy of Health District Permit	
	Vendor Employee Information & Consent form for EVERY employee*	
	Proof of General Liability Insurance naming City of Star as additionally insured**	
	Fee*** Amount: Check # OR CC Payment Date:	

*Additional Vendor Employee & Consent forms can be found at staridaho.org/forms



**** Insurance Requirements:** Every Vendor Permit holder shall provide to the City certificates of insurance evidencing insurance coverages of the following types (as required) and amounts before any permits will be issued. On each policy, applicant will name the City of Star as an additional insured.

- 1) Comprehensive General Liability Insurance.
 - a) Personal injury and bodily injury insurance with a limit of \$1,000,000 each occurrence and \$2,000,000 aggregate, where insurance aggregates apply.
 - b) Property damage liability insurance with limits of \$250,000 each occurrence and \$500,000 aggregate, where insurance aggregates apply.
- 2) In the case of Mobile concessionaires, Automobile Liability Insurance.
 - a) Bodily injury liability with limits of \$1,000,000 each person and \$1,000,000 each accident.
 - b) Property damage liability with a limit of \$50,000 each accident.
- 3) Worker’s Compensation Insurance. Vendor shall comply with the requirements and benefits established by the State of Idaho for the provision of Worker’s Compensation Insurance. If your organization/business has opted out of this requirement, the applicant is required to provide documentation of such.

*** Fees	Fixed Location	Temporary	Temporary
	1 Year	Mobile Unit	Booth/Pop-Up
Deposit	\$150	\$100	\$50
Use	\$200	\$125	\$75
Background Check	\$5	\$5	\$5

VENDOR PERMIT RULES

- 1) All Vendor Permit holders must comply with all federal, state, and local laws and regulations, including Central District Health and State Tax regulations and any other laws and regulations regarding the sale of food and beverages.
- 2) RESTRICTIONS & REVOCATION:
Mobile vendors must comply with all provisions of the Idaho Vehicle laws and regulations of the Idaho Transportation Department, including Vehicle Safety Inspection Standards. The City reserves the right to revoke a permit at any time and for any reason, without prior notification, if in the sole judgment of the City, such termination is in the best interest of the City. This permit is issued only to the entity named on the accompanying permit and may not be transferred to any other entity.
- 3) IDAHO SELLERS PERMIT:
Vendors shall comply with all requirements of the State of Idaho Tax requirements or provide paperwork that the entity is exempt.
- 4) HOURS OF OPERATION:
 - a) Vendors are permitted to sell during the following dates and times:
March 1 – October 31 9:00 am – 9:00 pm



5) PARKING OF VEHICLE AND SALE OF PRODUCTS WHILE IN CITY PARKS:

Mobile vendors are required to park in designated parking locations only. Parking in or selling from a non-designated space will result in the revocation of the vendor permit and the loss of all remaining fees paid. Vehicles other than City vehicles are not allowed on the fields at any time

6) ALCOHOLIC BEVERAGES & GLASS CONTAINERS:

- a) No concessionaire shall sell any type of alcoholic beverage on City owned property without an Alcohol Catering Permit.
- b) Absolutely no glass containers are allowed in City Parks.
- c) Other regulations shall apply to concessionaires selling alcohol.

7) REFUSE DISPOSAL:

It is the responsibility of the permit holder to provide adequate refuse containers at their site(s) and to properly dispose of all refuse. The City is not responsible for providing a final disposal site.

8) OPEN FIRE: No open fires are permitted on any city property.

9) NON-PROFIT ORGANIZATIONS: The City Clerk's office may waive the use fees associated with any vendor at a non-profit event. The City of Star may require proof of non-profit status from the event coordinator.

I have read the "Vendor Permit Rules" and agree to abide by these rules and regulations. I understand that failure to comply with the policy may result in termination of contract and denial of subsequent concessionaire requests. I understand that as a holder of a Vendor Permit, the City of Star is not responsible for any loss or destruction of personal items.

Signature of Applicant

Date