



City of Phoenix

Sidewalk Vending in the Downtown Vending District Rules and Regulations Effective 11/01/2023

AUTHORITY

These rules and regulations have been adopted pursuant to Ordinance G-4586 and Phoenix City Code Sec. 31-26. As of April 1, 2004, sidewalk vending on the public right-of-way in the Downtown Vending District is only allowed by a license agreement with the City on sites designated by the City. The following rules and regulations relate to the privilege of operating the business of sidewalk vending in the Downtown Vending District.

VENDING SITE

Vending sites will be designated by the City as primary, secondary, or daily use sites for bidding purposes and will be marked and numbered by the City.

Additional sites may be proposed annually to the City. The sites will be evaluated for possible inclusion in the bid process for the following calendar year. Evaluation and final approval of the recommended sites will be completed prior to the informational meeting, solely at the City's discretion. This is the only time sites may be added to the list of available sites. Final site locations will be posted.

Prior to bid submission for the following calendar year, the City will attempt to identify those projects or construction that could affect a site. This may result in moving, altering, or deleting a site from the list of sites available for bid.

VENDING SITE RESTRICTIONS

All sites must be within the Downtown Vending District: an area of the City of Phoenix bounded on the north by the northern portion of Fillmore Street, on the east by the eastern portion of Seventh Street, on the south by the southern portion of Jackson Street, and on the west by the western portion of Seventh Avenue per City Code.

Site dimensions will be no larger than seventy square feet.

No site will be allowed:

- a. In front of or within fifty feet of any building premises if the owner or lessee provides a written objection to the City,
- b. Within one hundred fifty feet of any building premises selling the same commodity if the owner or lessee thereof provides a written objection to the City,
- c. The distances in (a) & (b) are measured from the same side of the street and from the closer of the nearest exterior wall of the business premises or, if applicable, the nearest boundary of any outdoor dining area associated with the business premises. Objections under (a) or (b) must be on file with the Revenue Enforcement Division before November 1 of a year to be effective for the following calendar year.
- d. Within fifteen feet of any intersection or closer to the intersection than the crosswalk extended,
- e. Within one hundred two feet of another licensed site,
- f. Within eight feet of any property line, or
- g. Along Madison Avenue between First Avenue and Fourth Avenue.

No vending will be allowed during blackout dates as established by the City.

DISQUALIFYING FACTORS

BEFORE BID

If potential bidder, owner, partner, officer, or a member of an LLC:

- Is under suspension at the time of the bidding process,
- Has unpaid transaction privilege and use tax (TPT) license fees,
- Has outstanding tax (TPT) liabilities,
- Has unfiled tax (TPT) returns, or
- Does not have an authorized letter of clearance from the City of Phoenix Police Department.

AFTER BID

- Failure to provide a City Clerk issued ID.

REQUIREMENTS

- Insurance; and
 - Minimum of \$1,000,000 in commercial general liability insurance to include product liability
- Valid Food Service training documentation as required by the Maricopa County (<https://www.maricopa.gov/5114/Food-Restaurants>); and
- A current Transaction Privilege Tax License (State and City of Phoenix)
 - Apply with the AZ Department of Revenue at aztaxes.gov.

ONLINE REGISTRATION

No later than November 29, 2023, by 5:00 p.m., all individuals seeking to vend and/or be present on any site, **must** perform the steps below and upload the following documents prior to submitting any bid:

- Register online at <https://www.phoenix.gov/finance/vendorsreg>.
- City of Phoenix Police Department letter of clearance obtained within the last 90 days prior to registration.
- Submit a copy of a government-issued I.D.

Failure to upload the required information by the due date and time will invalidate bid submissions.

AWARD PROCESS

Awarded bids will be charged a \$150 non-refundable registration fee PER SITE plus the bid amount.

A Final Awarded Results report will be posted on the City of Phoenix Finance Sidewalk Vending webpage. Awarded bidders must pay in cash or with a cashier's check at the Banking and Cashiering Payment Center located at 305 W. Washington Street, Phoenix, AZ 85003.

The Finance Department will provide a License Agreement for each awarded bidder's signature. The Finance Department requires proof of payment from the Banking and Cashiering Payment Center. Once executed, a copy of the License Agreement will be provided.

SUBLICENSING

A Sublicense Agreement is required whenever a person other than the awarded bidder works the site. To be eligible for a Sublicense Agreement, a person must meet all of the requirements for a Licensee.

Revised 10/2023
JS/NR