



**CITY OF ST. PAUL**  
PO Box 7  
St. Paul, Oregon 97137  
(503) 633-4971

**Home of the St. Paul Rodeo**

### **2019 City Vendor Permit Application**

Thank you for considering doing business in St. Paul. We welcome businesses, large or small, and wish you success in your endeavors. Our City, like many others, by Ordinance requires temporary and transient businesses, and peddlers and solicitors to obtain a Vendor Permit for such activities. This packet provides the necessary information and application form. If you are required to obtain a Vendor Permit, please note that one must obtain BEFORE conducting any business inside the City limits.

#### **Obtaining a City Vendor Permit**

Vendor permits are required for peddlers, solicitors selling goods or services for future delivery, street vendors, and temporary merchants such as merchandise booths and food carts or stands. Booths, food carts/stands, and other temporary business structures are permitted ONLY in areas zoned Commercial, in and around the City Park and Rodeo arena premises during the St. Paul Rodeo, or other locations specially designated by the City. Businesses with multiple units, e.g. a carnival, or a flea market or art/craft show where space inside a contained area is leased out to vendors, may apply for a multiple unit Vendor Permit so long as the units are owned or controlled by a single entity. Contact the City for more information on this type of permit to see if you qualify.

Vendor Permits may be applied for at the City Office, which is located inside the St. Paul Community Hall at 20239 Main Street NE, next to the US Bank.

**NOTE: Applications will NOT be accepted as complete unless they are accompanied by the appropriate fee and proof of insurance. Incomplete applications received by mail will be rejected and returned.**

Applications may be submitted in person or by regular mail. The City accepts cash and checks; credit or debit cards are NOT currently accepted. The City Office business hours are Tuesday through Friday, 10am to 2pm. Filing an application does not guarantee that a Vendor Permit will be issued, and an application is not a Vendor Permit in its own right. Vendor Permits are granted on a space available basis, and applicants should investigate space availability by contacting the City or private property owners before applying.

#### **Information for St. Paul Rodeo Vendors**

The annual St. Paul Rodeo draws 60,000+ people to the City and presents a prime opportunity for vendors. Generally, vendors in the City Park and Rodeo arena premises are required to obtain City Vendor Permits in addition to any permit or vendor agreement required by the St. Paul Rodeo Association. When required, all vendors at the St. Paul Rodeo must have obtained City Vendor Permits before conducting business on the Rodeo grounds or elsewhere inside the City limits.

#### **Display of Vendor Permits**

Once a Vendor Permit is issued, permit holders are required to display the permit in a conspicuous place where the public can see it. Permit holders must present their Vendor Permit to any City Official or law enforcement officer upon request. Display of expired, revoked, or void permits is prohibited.

## Enforcement

The City does conduct inspections to verify that vendors have appropriate City Vendor Permits. Conducting business without a valid City Vendor Permit, or conducting business in violation of City Ordinances regulating Vendor Permits and sales or solicitations is a violation punishable by a civil penalty up to \$500 for each offense. Each day that a violation occurs is considered a separate violation. City officials may issue an administrative citation for violations. If you are issued an administrative citation, you may appeal the citation as provided by the Ordinance.

Other Prohibited Acts: The sale or offering for sale of unlawful, harmful, or inherently dangerous products is prohibited. Vendor Permit holders may not enter uninvited into a private residence. Vendor Permit holders may not make any claim or representation that their business, product(s) or service(s) have been or are endorsed by the City of St. Paul.

## Fees

A fee is required to obtain a Vendor Permit. Bona fide tax-exempt non-profit organizations may apply to the City Council for a fee waiver by submitting a letter of request with the application form and a copy of the organization's tax exempt determination letter from the Internal Revenue Service. Requests for fee waivers must be submitted to the St. Paul City Council no later than April 30th in order for consideration, and requests are considered on a case by case basis.

| Permit Type  | Fee   |
|--|---|
| Peddler or Solicitor   | \$25  |
| Street Vendor, Temporary Merchant (including food carts and stands)  | \$100   |
| Multiple Unit Permit (Booths, stands, food carts, carnival rides, push carts, etc., owned or controlled by a single person or entity.) | \$100 for first 2 units<br>\$80 each additional unit<br>\$500 maximum |

## Insurance and Outside Licensing Requirements

Vendors are required to carry insurance in amounts sufficient to reasonable cover their activities. Vendors conducting business on City owned property, including the City Park and City streets are required to have an insurance policy **specifically naming the City of St. Paul as an additional insured** in the amount of \$500,000. Vendors engaged in business activities for which a license is required by law must have and display a current copy of the license, e.g. a liquor – beer/wine license, OLCC temporary sales permit, or a restaurant license.

- All applicants. Attach a copy of your current insurance policy.
- Selling Food / Drink – Attach a copy of your restaurant license.
- Selling/Serving Alcoholic Beverages – Attach a copy of your OLCC license or temporary sales permit



**2019 CITY OF ST. PAUL, OREGON  
VENDOR PERMIT APPLICATION**

| City Use Only                   |                                 |                       |
|---------------------------------|---------------------------------|-----------------------|
| Received Date: _____            | By: _____                       | Fee Paid: \$ _____    |
| <input type="checkbox"/> Issued | <input type="checkbox"/> Denied | Date: _____ By: _____ |

| Individuals (This side)                          | Businesses (This side)                           |
|--|--|
| <b>Name:</b>                                     | <b>Business Name:</b>                            |
| <b>Address:</b>                                  | <b>Principal Business Address:</b>               |
| <b>Mailing Address, if different than above.</b> | <b>Mailing Address, if different than above.</b> |
| <b>Telephone:</b>                                | <b>Telephone:</b>                                |
| <b>After Hours Contact Name:</b>                 | <b>After Hours Contact Name:</b>                 |
| <b>After Hours Telephone:</b>                    | <b>After Hours Telephone:</b>                    |
| <b>E-mail:</b>                                   | <b>E-mail:</b>                                   |

|  |   |
|--|---|
| <b>Permit Requested:</b> <input type="checkbox"/> Peddler <input type="checkbox"/> Solicitor <input type="checkbox"/> Temporary Merchant <input type="checkbox"/> Multiple Unit Permit # of units: _____ |   |
| <b>Proposed Location:</b>  | <input type="checkbox"/> Rodeo Arena Premises <input type="checkbox"/> City Street/Sidewalk/Right of Way <input type="checkbox"/> City Park or Property<br><input type="checkbox"/> Door to Door <input type="checkbox"/> On Private Property <input type="checkbox"/> Public School Property |
| <b>Address, if not Rodeo Arena Premises:</b>   | <input type="checkbox"/> N/A for Peddlers/Solicitors  |
| <b>Date(s) and Hours of Operation:</b>   |   |
| <b># of Persons, including Applicant, who will be working for Applicant (paid or unpaid):</b>  |   |

|   |
|---|
| <b>Describe Products or Services To Be Offered:</b> |
|---|

| PERMIT TYPE  | FEE   |
|--|---|
| Peddler (5 day permit) or Solicitor (10 day permit) - Door to door sales and solicitations only.                                       | \$25  |
| Temporary Merchant - Individual street vendors, booths, stands, food carts, push carts, etc. including food carts and stands.          | \$100   |
| Multiple Unit Permit - Booths, stands, food carts, carnival rides, push carts, etc., owned or controlled by a single person or entity. | \$100 for first 2 units<br>\$80 each additional unit<br>\$500 maximum |
| <b>FEE DUE FROM TABLE ABOVE ►</b>  | <b>\$</b>   |

**APPLICANT CERTIFICATION AND SIGNATURE**

I certify that the information on this application for a City of St. Paul Vendor Permit is true and accurate, and that submitting false information, or willful violation of the City of St. Paul Ordinances concerning sales, solicitation, and vending can result in denial of a vendor permit, or cancellation of a Vendor Permit, if one has been issued. If this application is submitted on behalf of a business, I am authorized to sign on its behalf.

DATE: \_\_\_\_\_ APPLICANT SIGNATURE: \_\_\_\_\_

Sign and date this application and the Disclaimer Agreement, attach the fee payment, proof of insurance, copies of any required documents and deliver to the City of St. Paul, 20239 Main St NE, PO Box 7, St. Paul, OR 97137 (503) 633-4971

**DISCLAIMER AND INDEMNITY AGREEMENT IN SUPPORT  
OF A VENDOR PERMIT APPLICATION  
(CITY OF ST. PAUL, OREGON)**

The undersigned Applicant is executing this Disclaimer and Indemnity Agreement in support of an application for issuance of a Vendor Permit by the City of St. Paul, Oregon, hereafter, "the City".

Applicant understands and agrees that issuance of a Vendor Permit by the City does not relieve the Applicant of compliance with any other local, county, state, or federal regulations or requirements.

Applicant shall not use the issuance of any Vendor Permit as an endorsement of Applicant's activities by the the City of otherwise use such permit to solicit business for the Applicant.

In consideration for the issuance of a Vendor Permit by the City, Applicant hereby releases, waives, discharges and covenants not to the City, its agents, volunteers, or officers from any and all liability, claims, demands, actions and causes of action whatsoever arising our of or related to any loss, damage, or injury, including death, that may be sustained by the Applicant, or any of the property belonging to the Applicant, while conducting activities authorized by said Vendor Permit.

Applicant voluntarily assumes full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by Applicant, Applicant's agents, employees, independent contractors, or others acting directly or indirectly at the request of Applicant.

Applicant further agrees to indemnify and hold harmless the City of St. Paul, Oregon, its agents, volunteers and officers from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to Applicant's activities authorized by a Vendor Permit, whether caused by negligence of Applicant, or otherwise.

I understand that the City of St. Paul, Oregon does not provide any insurance coverage for Vendor Permittees for any circumstances. As such, Applicant acknowledges that I/We is/are responsible for insuring my/our business and related activities.

INDIVIDUAL APPLICANTS:

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

BUSINESS APPLICANTS:

I am authorized to execute this Agreement on behalf of the entity named below.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Business Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_