



Downtown
Shreveport

Downtown Development Authority

**Street / Sidewalk
Vendor Application**

City of Shreveport
Application
Street Vendors License

Organization or Company: _____

Individual Name: _____

Street Address: _____

City/State/Zip: _____

Phone: _____

Mailing Address (if different from above):

1. Location Requested: _____

2. Hours of Operation: _____

3. Vendor Category (please check only one):

Food Flowers Artist/Craftsperson
 General Merchandise Holiday/Seasonal

4. Complete description of product or service to be sold/displayed.

5. Period: 30 days _____ 60 days _____ 90 days _____ 180 days _____ One year _____
 (\$20.00) (\$40.00) (\$60.00) (\$75.00) (\$100.00)

6. Cost range of items to be sold: _____

City of Shreveport
Application
Street Vendors License

7. Description of cart, display or equipment to be used: _____

8. Be sure to attach a photo or rendering, showing the dimensions, colors and materials of the cart or stand to be used - limited to 10' long x 6' wide x 8' high. This information must be provided for review.

9. Person in charge of cart (if different from above):

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

I have read and understand the guidelines for Street Vendors, by which I will agree to abide as a Street Vendor within B-4 District of downtown.

Applicant's Signature

Date

Please return the completed application (including all drawings, photos, etc.) to:

Downtown Development Authority
401 Edwards Street, Suite 205
Shreveport, LA 71101

Phone: (318) 222-7403

Fax: (318) 222-3731

City of Shreveport
Guidelines
Street Vendors License

- Cart:** All merchandise must be sold from a professionally constructed, wheeled, movable cart.
- Wheels must be air filled with a minimum diameter of eight (8) inches. Castors are not considered wheels and are not allowed.
- The main body of the cart must be metal or wood.
- Towed rubber tire carts must have fender skirts. Trailored carts with large, spoked, wooden or rubber wheels do not require fenders.
- The top portion of the cart (canopy) must be canvas or standing seam metal and cover the majority of the cart. (Asphalt and wood shingles are prohibited.)
- Cart Size:** The cart shall not exceed the following dimensions: six (6) feet wide x ten(10) long x eight (8) feet tall (as measured from the sidewalk to the highest point of the canopy.)
- Cart Colors:** The cart shall have a maximum of three colors. Dayglow and fluorescent colors are prohibited.
- Cart Lights:** If electric lights are incorporated into the cart, the light source must be a steady light. Flashing or blinking lights are prohibited. Lighting must be indirect (concealed).
- Hitches:** Trailer hitches should be concealed. (Optional)
- Signage:** All signs, pictures and graphics must be in visual harmony with the cart. Giant signs which are not in proportion to the cart will not be permitted. Menu boards must be printed and incorporated into the design of the cart. (In other words, hand-made signs are not allowed.)
- Cooking:** Warming bins are allowed. Waste is to be contained on the cart and disposed of outside of the district. Deep fat fryers are prohibited. All food preparation must comply with Caddo Parish Health Department guidelines.

City of Shreveport
Guidelines
Street Vendors License

Design Review: Cart designs must be submitted to the Sidewalk Vendor Committee for approval. All applications shall include the following items:

1. Drawings of the cart showing length, width and height. Drawings shall show menu boards, signage and graphics accurately.
2. Drawings must be drawn to the scale of 1 inch = 1 foot. (1" = 1'0")
3. Drawings must depict the colors of the entire cart.
4. If any of the above items is not submitted the application will be rejected because of lack of information.
5. Color photographs may be accepted in lieu of drawings. If photographs are used, the following photographs must be submitted:
 - Side view: Showing entire length and height.
 - End view: Showing entire width and height.

Merchandise: **The merchandise to be sold shall include:**

Food: The sale of food for immediate consumption.

Arts and Crafts: Original items which are personally crafted or one-of-a-kind. Garage sale or flea market type items are not acceptable.

Other Merchandise: Any easily transportable, non-second hand item that can be transported on and merchandised from the cart. Pornographic materials are prohibited.

Flowers: Real, silk or potted plants.

Holiday/Seasonal : The sale of or exhibition of products or services in keeping with a "holiday" or seasonal theme. Vendors in this category will be required to operate on a 5 day a week basis for a minimum time period of 2 weeks and may operate for a maximum time period of 4 weeks.

Attire and Conduct: Vendors will be expected to behave and dress in an appropriate manner. Casual clothing, such as slacks, Bermuda length shorts, shirts, standard t-shirts, dresses and skirts are acceptable. Bathing suits and tank tops are unacceptable.

City of Shreveport
Guidelines
Street Vendors License

Locations: Food vendors may not operate in front of a restaurant.

Merchandise vendors may not operate in front of a retail store that offers competing goods. The committee shall determine if the goods are competitive.

New locations must be at least 50' away from the nearest part of a restaurant, cart or sidewalk cafe.

In situations where a vendor has established a permitted location, and the adjacent restaurant owner desires to open a sidewalk café that would incorporate the vendor's location, the vendor will be permitted to operate until the expiration of their permit. Upon the vendor permit's expiration, the restaurant owner will be allowed to open their sidewalk café in accordance with the City's Sidewalk Café Regulations. The vendor will be required to relocate according to the sidewalk vendor ordinance.

No more than two of any one kind (i.e. hot dogs, hamburgers, pretzels, etc...) will be permitted on one block face during any one time period.

*Note: The Texas Street promenade at Commerce shall be considered a block face.

Locations must leave at least a minimum of 10 feet of unobstructed pedestrian space between the street edge of the cart and the curb on Texas, Milam and Commerce Streets. On cross streets and other locations, a minimum of five feet must be provided between the street edge of the cart and the curb. (As pedestrian activity is observed, Sidewalk Vendor Committee has the right to amend this section.)

Carts are not permitted to operate on the curb line. Pedestrian space shall be provided from the curb line to the cart.

Special exceptions may be made where granting a license is or is not expected to cause a pedestrian or traffic hazard.

Vendor permitting shall not be allowed on contracted or designated festival sites and the sidewalks adjacent thereto, in Riverfront Park and on the Barnwell Center grounds. Vendors whose regular permitted location is included within or adjacent to the boundaries of a temporary festival site must not operate during the festival without the consent of the festival organizer.

Carts and other temporary service devices must be removed from the sidewalks and stored off-site when not in operation.

City of Shreveport
Guidelines
Street Vendors License

Operation Hours: With the exception of Commerce Street, Monday through Friday
7:00 a.m. and 2:00 a.m.

Unlimited hours on Commerce Street.

Hours of operation are subject to further review.

Days: With the exception of Commerce Street, where vendors are required to be present at their locations at least eight days (or nights) per month, vendors are required to operate their carts at least 15 days per month.

Sidewalk Vendor Committee: The vendor committee shall meet to set guidelines and approve or reject proposed guideline revisions and approve variances. If a license is denied by the DDA and the vendor chooses to appeal the denial, the committee will serve as the first level of vendor appeal. If the vendor committee denies the license, the vendor may appeal to the Shreveport City Council.

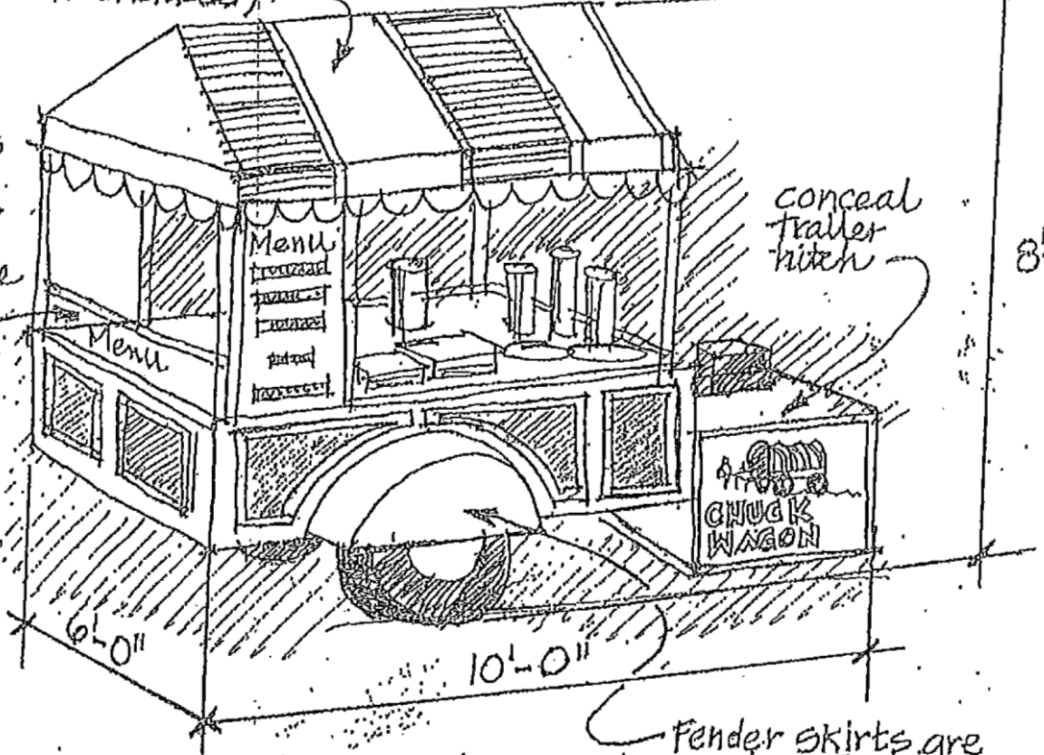
DDA Staff: Reviews and approves or denied application and submits to city for permitting when application is complete.

City of Shreveport
Cart Illustrations
Street Vendors License

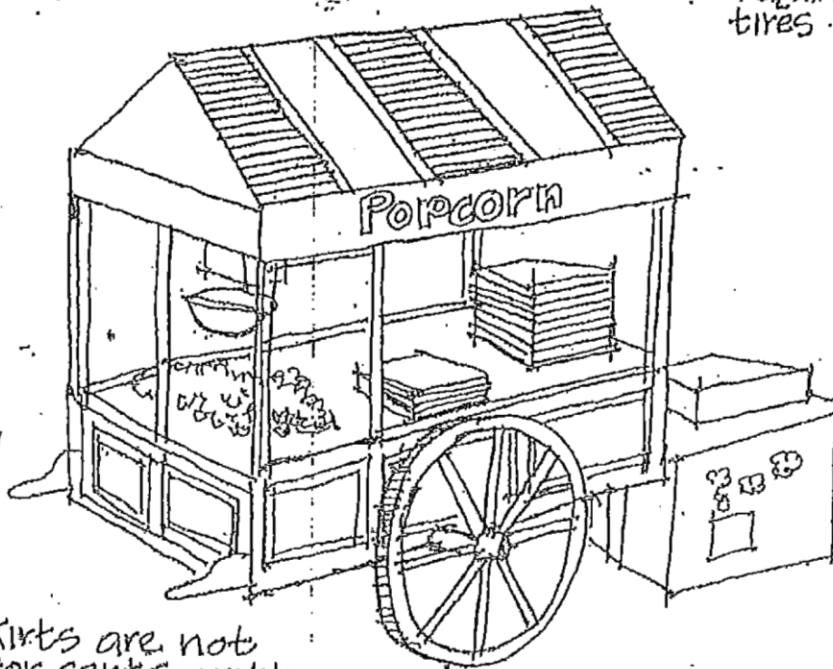
Canopy or roof shall extend over entire length of the cart (trailer hitch area is excluded)

Menu boards shall be coordinated with the design of the cart

conceal trailer hitch



Fender skirts are required for rubber tires



Fender skirts are not required for carts with large wooden wheels

City of Shreveport
Hold Harmless Agreement
Street Vendors License

WHEREAS, the undersigned has made application for a Sidewalk Vendors License in the City of Shreveport,

NOW, THEREFORE, in consideration of the privileges and license granted by the City of Shreveport the undersigned hereby agrees to indemnify and hold harmless the City of Shreveport, its elected officials, officers, employees and agents from and against any and all claims, demands, suits, judgments and sums of money to any party accruing against the City of Shreveport, its elected officials, officers, employees and agents for loss of life or injury or damage to persons or property arising out of or in connection with the operations or licensing of the undersigned.

This agreement executed this _____ day of _____, _____.

WITNESSES:

SIDEWALK VENDOR

Signature

Title

City of Shreveport
Application Checklist
Street Vendors License

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Location Number: _____

Vendor Cart Design Guidelines

Acceptable

Unacceptable

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-

- Renderings or photos
- Size (6' wide x10' long x 8' tall)
- Colors (no more than three)
- Lights (non blinking, indirect)
- Signage (integrated into design)
- Construction (high quality of metal or wood)
- Wheels (All wheels must be air filled with a minimum diameter of 8".)

Merchandise/Activity

Acceptable

Unacceptable

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- Food
Describe: _____
- Flowers
- Arts & Crafts
- General Merchandise:
Describe: _____
- Street Performance
- Holiday/Seasonal

Vendor Location Description: _____

City of Shreveport
Application Checklist
Street Vendors License

Ordinance Requirements

Acceptable

Unacceptable

Insurance: \$1,000,000 liability. Attach proof.
Risk Management – 318-673-5540

Executed Hold Harmless Agreement

Certified copy of charter if the sidewalk vendor
is a corporation of the state of Louisiana.

Certified copy of the permit to do business in the
under the laws of some state other than Louisiana.

Caddo-Shreveport Sales and Use Tax Commission
registration certificate – 318-865-3312
State Taxes – 318-676-7515

Occupational License or certificate of
Exemption – 318-673-5500

Acknowledgment of Receipt of Vender Ordinance
and Guidelines _____ initials

Vendor Location Number Issued by DDA: _____

Form Completed and approved by: _____

DDA Representative

Date

This form will be completed by the Downtown Development Authority in accordance with the City of Shreveport's Sidewalk Vending Ordinance. The completed form should be submitted with the application to the:

City of Shreveport Permitting Office
505 Travis, Room 130
318-673-6100

For more information contact:

Downtown Development Authority
318-222-7403