

SPECIAL EVENTS, PARADE, BLOCK PARTIES, ROAD FESTIVALS VENDING PROCEDURES AND INFORMATION

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Special Events, Parades, Block Parties or Road Festivals

Public Right-of-way

The event sponsor or applicant must approve vendor(s) located on Public Right of-way. Contact the City of Tampa Office of Special Events at 274-8248 for information relative to the event sponsor.

Private Property

The Land Development Coordination Division (LDC) reviews vendor locations on private property for compliance with Section 27-77, 27-177 and 27-272. A request for approval must be submitted to the Zoning Section of LDC (3rd Floor East, 306 E. Jackson St.) no later than 4:00 p.m. two working days prior to the event (for example, Events starting Saturday 8 A.M. – Vendors must have the request for approval submitted to the LDC Office no later than 5 P.M. Wednesday).

The application for special use review of a temporary vendor or sports and entertainment vendor as available on-line at Land Development Coordination Division website under Applications/Forms/Fees/Schedules at:

http://www.tampagov.net/dept_Land_Development/information_resources/documents_forms_and_fees/applications.asp

Please contact the Zoning Office should you have any questions concerning completing the application.

LDC's Zoning Section responsibility

The Zoning Section will evaluate requests for vendors on private property associated with Special Events, Parades, Block Parties or Road Festivals. The code provisions governing the review include Sections 27-145 Temporary Special Events, Section 27-148 Tents, and Section 27-77, 27-177 and 27-272. Note that all other types of vendors must be reviewed by Land Development under different special use criteria.

The Zoning Section will review the vendor's submittal for completeness. If the submittal is complete and in compliance with Zoning regulations, a special use permit shall be issued for the vending location. This approval shall be in the form of a placard that will be color-coded for the specific event. An individual placard must be issued for each vendor utilizing a single vending location or shown on the site plan. The placard shall state the address, Special Use Petition Number, duration of the event, and contain the embossed seal of the City of Tampa and signature of the zoning staff approving the request.

The Planner shall log in each placard into the Special use Log. The Log shall identify the date received, applicant name, property owner name, address of vending location, Special Use Number issued, and receipt number. This log will be maintained in written form and in Word.

The applicant shall be advised to go to the Business Tax Division to obtain the required Business License for each vending location and to post the Special Use Placard and the Business Tax Receipt in a visible location at the vending location.

No later than 9AM two business day prior to the event, the Planner shall email the Transportation Division, Tampa Police Department, and Code Enforcement Department with the information (address/folio, name of applicant and Vender #'s) on each vender approved.

Business Tax Division's Responsibility

Staff will issue the required Business Tax Receipt when the vendor shows the placard issued by the LDC Office. Each Vender is required an occupational license and it is required to be posted, along with the placard, at the vending location, visible to the public.

Code Enforcement's Responsibility

Check for placard and occupational license displayed by authorized Vendors the day of the event.

- All authorized vendors would require the following to vend during an event:
 - Official vendor cards
 - ID tags
 - Tee Shirt to identify them as official vendors

- Special event applications would require the following:
 - Site layout
 - Vendor listing (type, product listing)
 - Dimensions of cart/stand, including trailer, space occupied by a generator, awnings, tent

- Set-up/selling times to be determined by the size of event
 To determine size of event you would have to consider size of event attendance, location and type of event.
 - Large event – when street closure takes effect
 - Small event – two hours before the event starts

- Business Tax Division issues a Business Tax Receipt to anyone would comes in and wants to vend, but they don't inform the applicant that they are not allow to vend during a special event, unless they contact the event sponsors and become an official vendor of the event. Can the following be consider:
 - Stop issuing this type of license
 - Education to the applicant on what they are purchasing

Private property vendors

- Does the event sponsor have to provide access to the private property during a special event?
 (If there is more than one access point – can the sponsor decide which one they will keep open)

Can they be prohibited from vending during a special event unless they comply to the following:

 - Provide insurance to the event sponsor
 - Become an official vendor
 - Provide for the clean-up of there area (city is now cleaning these area)
 - Be made to adhere to all the standards of vending and not have two sets of standards

- Provide official vendor listing and site plan

- Small Event – 72 hours prior to the event

- Large Event – One week prior to the event

- Prohibit glass containers from being sold on the right-of-way as well as private property

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