# Terms and Conditions of Marketplace Peddling

## Cart Vendor Program 2026-2027

## 1. FEES

For the allowance to conduct business operations on the Church Street Marketplace, the Department asks for the following compensation package. The annual payment schedule is as follows:

| | |
|---|---|
| **Food Carts** (City Hall Block) | $2,400 |
| **Food Carts** (Between College St & Cherry St) | $1,800 |
| **Retail Carts** (south of Cherry St) | $1,500 |
| **All Carts north of Cherry St** | $1,200 |
| **Artisan Carts** | $750 |

The annual payment is due in full on June 1st.

If payment is not received on time, the vendor may be subject to late fees.

**Vendors will not be allowed to return to the street if they have not completed payment for the previous season.**

## 2. ATTENDANCE AND REPORTING

I. I understand that I must follow the minimum attendance requirement and be present on the Marketplace at least 15 days between June 1 through August 31, 2026 weather permitting. Vendors who do not meet the minimum attendance requirement risk losing their seniority in cart placement. Licensing Committee reserves to the right to revoke a license based on consistently poor attendance following the procedure outlined in Burlington City Ordinance 23-15.

II. I understand that I must provide a customer count report to the Church Street Marketplace monthly. This report must contain both the total number of weekday transactions (Mon - Thurs) and the total number of weekend transactions (Fri - Sun) my business had each month. Data must be delivered, electronically, to the Church Street Marketplace monthly on the first of every month with June, July, and August totals. This data will be emailed to Andrew Bacher at abacher@burlingtonvt.gov

## 3. VENDING REQUIREMENTS

**Cleanliness**

I. No exposed inventory stock at or near the vending facility is allowed.
II. I will keep the area surrounding the vending facility clear of trash, debris, snow or ice for a distance of four feet.
III. I will not use Marketplace litter receptacles for the disposal of packing containers, wrappers, or similar items. If the Church Street Marketplace is required to contract for special maintenance because food and beverage spill around a vendor cart space,

Marketplace Maintenance will charge $25 for the cost of clean-up. Payment is required within 45 days. Rules and regulations regarding payment of fees apply.

IV. I understand that trash containers must be black with tops. Trash bags must always be used. I will not use Marketplace trash receptacles for my business or personal trash.

V. I will not keep animals of any kind near the vending facility.

VI. Any oil or grease spills must be covered immediately with Speedy-Dry or similar product. All Speedy-Dry residue must be swept up and disposed of before leaving. All oil and grease spills must be reported to Marketplace staff promptly so that the bricks can be properly cleaned.

**Equipment**

I. Regarding my cart, I understand that only one director's chair per vendor location is allowed. Must have a cloth or canvas seat and back, solid dark blue or black. Lawn chairs or other types are not permitted.

II. I understand that awnings, canopies, or umbrellas lowest edge must be at least six feet from the ground; flame resistant or fire-retardant canvas or simulated canvas with a peaked roof that may extend 18 inches beyond the side of the cart. (Overhang does not affect the maximum size of the cart.) Canopies and awning must be fastened to all corners and fabric must be taut. Umbrellas must have a rating of up to 30 MPH and be secured in a standard metal umbrella base or holder with a locking device that is permanently attached to the cart.

III. I understand I must display my seasonal cart vendor sticker provided by the Marketplace in a conspicuous location at all times while peddling.

IV. I understand that no free-standing tables are allowed.

V. I understand that my cart must be placed each day on the Marketplace no more than one hour before the cart's opening and removed each day from the Marketplace, no more than one hour after the cart's closing.

VI. I will not use parking meters, utility poles, trees, or property other than my own facility to advertise in any manner.

VII. I will not use a display stand or cart which differs from that submitted in the photograph to the Marketplace commission in my application and/or whose dimensions substantially differ from those approved by the commission.

VIII. I understand that cart bases should be heavier than the top to avoid damage from wind gusts. Carts should be built to withstand at least 40 MPH winds.

IX. I understand that any electrical equipment I use must have a combined draw of less than 15 amps / 1600 watts or I risk overloading my circuit and losing power.

**Cart Construction**

I. I understand the maximum size of a cart may not measure more than fifty (50) square feet and be of reasonable proportions. I will include all cold storage in the structure of my cart if it is greater than thirty-two (32) square feet. I will not use nails in the construction of my cart and will only use screws or nuts and bolts.

II. I understand that the maximum length of my cart (the front and back sides) is ten (10) feet and that the longer side of my cart must face east or west so as not to impede the flow of pedestrian traffic.

III. I understand that the maximum height of a cart must be eight (8) feet from pavement to highest point of the cart.

IV. I understand that at least three sides of the cart (including the long sides on front and back) must be <u>fully transparent</u> except for the corner posts. A patron looking at the front

of the cart must be able to clearly see the brick-and-mortar storefront directly behind the cart at any point along the front side.

V. I understand the cart must complement the historic architecture and character of the Church Street Marketplace District. Cart, canopy, roof and signage colors must complement the Marketplace versus dominating the visual sight lines on the Marketplace.

VI. I understand that lighting is to be used for preparing and serving food and illuminating a menu. Bare-bulb neon, back-lit signage, colored or white lights, blinking lights or any other type of decorative lighting are not permitted.

VII. I understand carts must be stationary in their locations. Use of blocks of wood under each wheel or locking wheels is required.

**Special Food Vendor Requirements**

I. All food vendors are required to provide a minimum ten (10) square foot mat (one continuous piece) to be placed in the vendor's approved space, specifically covering the area where food is being served. A fine of $25 may be issued by the License Committee if after two written reminders a rubber mat is still missing. Payment is required within 45 days. Rules and regulations regarding payment of fees apply.

II. I understand that a maximum of two coolers per food cart vendor are allowed. Each food vendor is required to have one dolly. Both coolers are required to be stored on the same dolly. Coolers must be an appropriate distance away from cart. Coolers must be free of dirt, grime, and grease.

**Electricity**

I. I understand that there is no guarantee of electricity at my permitted location.

II. I understand that, in the event of an emergency when electric power is not available, the Church Street Marketplace staff may request that I provide my own power (via a low-noise generator). Staff will strive to provide ample written and/or verbal notice. I understand that the Church Street Marketplace does not reimburse cart vendors for loss of sales due to lack of power, change in location, construction, weather, parades and events or other like circumstances.

III. All outlets are 110V household service and have a maximum rating of 15 amps GFI.

IV. I understand there is an additional $150 fee for use of electricity. In addition, I understand that if I lose the key to the electricity at my location there will be a replacement fee of $25 for a new key.

**Display Space**

I. I understand that display cases must be sturdy, in good repair, and attached to the cart. If not attached, they must be heavy enough to withstand winds up to 40 MPH.

II. Marketplace sticker will be provided annually by the Marketplace office and must be displayed on the cart.

**Motor Vehicles**

I. I will not use a motor vehicle in the Marketplace District for the purpose of selling merchandise.

II. I will not operate a motor vehicle on the pedestrian portions of the Marketplace at hours other than 7:00am - 10:30 a.m., Monday through Saturday.

III. I understand that if I need to load my cart onto the Marketplace outside the hours of 7:00am – 10:30am I will not be able to use a motor vehicle to place my cart onto the Marketplace.

**Conduct**

I. I will not allow my friends and acquaintances to congregate at my cart in the interest of keeping the focus on attracting customers, keeping the view of my cart clear and maintaining the pedestrian flow. I agree to no aggressive soliciting and/or "hawking" from my cart.

**Multiple Locations**

I. I will not attempt to obtain the economic benefit of more than two cart vendor locations in the Marketplace District, with the approval of the Church Street Marketplace Staff or Marketplace Commission.

**Penalties**

I. I understand that violation of any of these terms and conditions may result in sanctions up to suspension and/or revocation of my certificate after hearing before the Church Street Marketplace Commission Pursuant to Burlington City Ordinance 23-15.

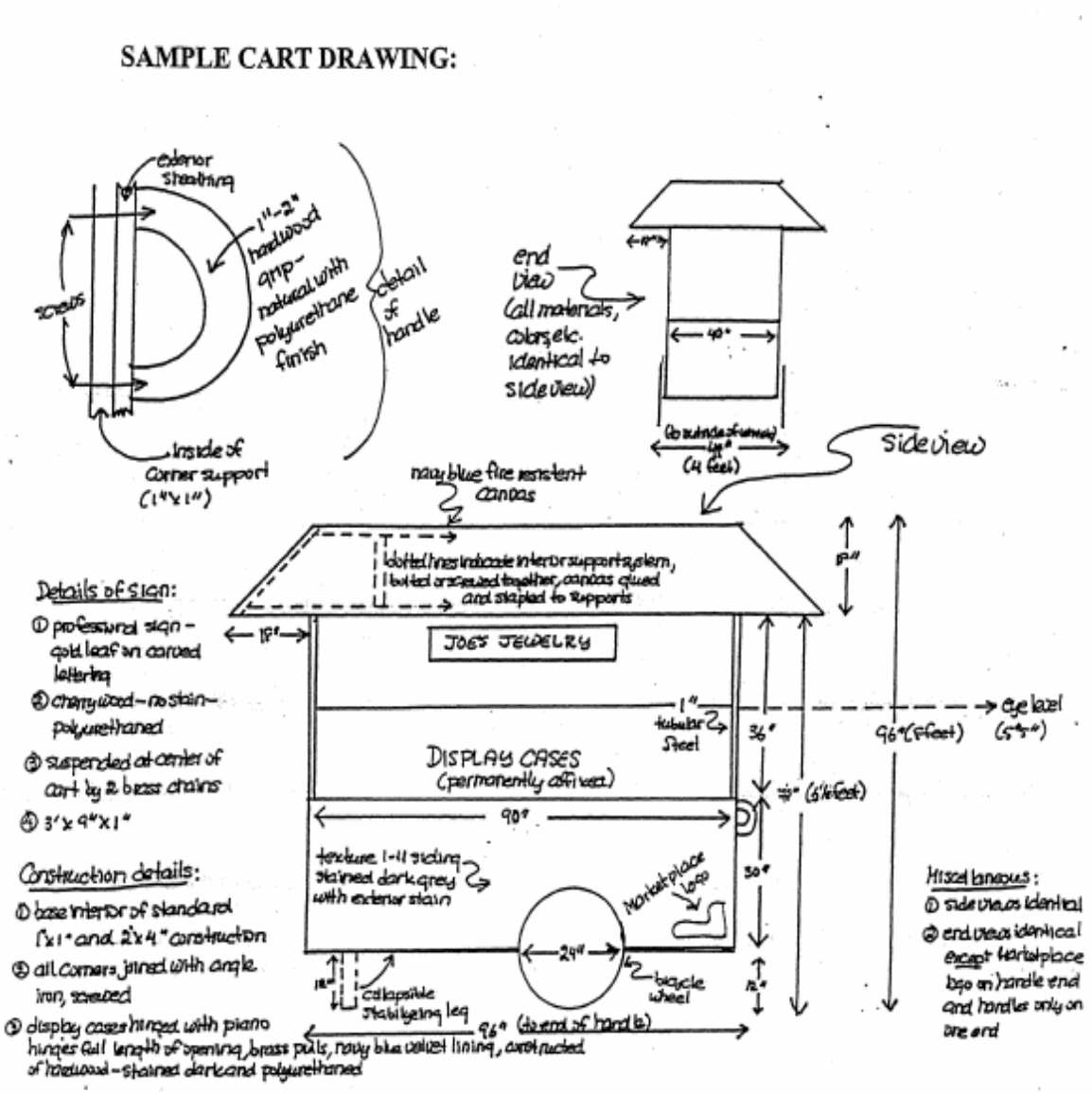
# 4. CART SPECIFICATION REQUIREMENTS

**Submission of Cart Specifications**

If you are applying as a new vendor, you MUST provide cart designs with your application. Designs must include the following:

A. All four sides of the cart must be shown in the drawings or models provided.
B. Scale of the drawings must be 1" = 1'
C. All materials must be shown with details (including everything from the type and size of the wheels to the type(s) of siding, to the materials used for the canopy/awning).
D. Colors/stains shown.
E. Color samples included paint/stained samples is preferable
F. Scrap of the awning or canopy fabric included in preferable
G. Drawings show all signage (including menu boards, business name, etc.).
H. Drawings indicate what types of hinges, clasps, and handles the cart will have.

Below is a sample cart drawing for reference:

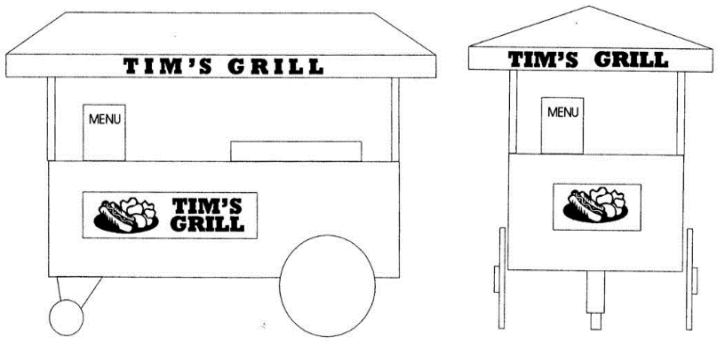



**Applied Surface Signage**

A vendor is allowed 4 signs total (one per side). All signs must be attached to the cart, no free standing signs are allowed. The following guidelines apply:

- **Long sides:** 1 square foot of signage per 2 linear feet of cart frontage (e.g. a 5 square foot sign is allowed if your cart is 10 feet long) on each side

- **End sides:** 2 square foot sign maximum on each side

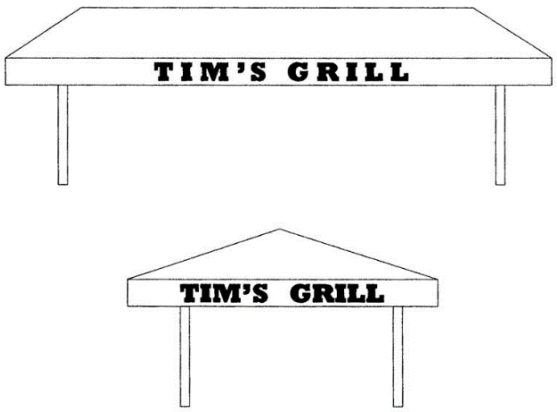



Example of applied surface signage on both short and long ends of cart

## Awnings

Awnings may include signage if desired but are not required. If signage is applied:

- The awning must have a vertical edge, or valance, that comprises the signage band
- Signage band cannot exceed 8 inches in depth
- Total height of graphics cannot exceed 4.5 inches
- A margin of blank space of a minimum of 0.8 inches must be maintained at the top and bottom of the sign band




Example of awning signage along vertical edge (valence)

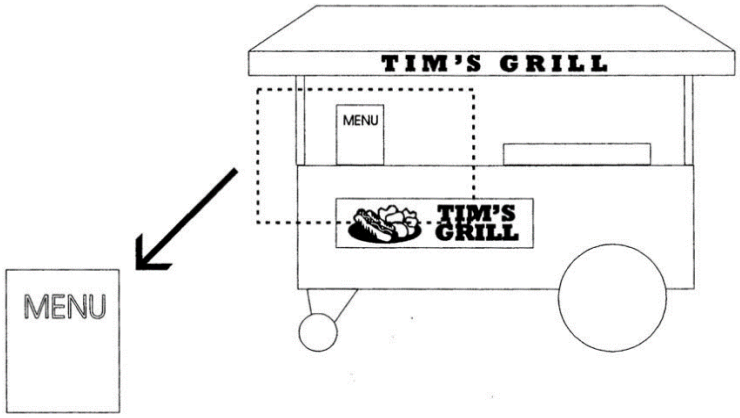
## Point of Purchase (POP) Signage

There are no restrictions on small "point of purchase" (POP) signs, or cards, up to 20 square inches each. Excessive use of small POP signs may collectively constitute additional signage and be subject to rules governing larger POP signs.

We encourage larger POP signs, such as menu boards, to be placed on the cart deck (see example diagram below). If POP signage is placed on the cart sides, they will be considered applied surface signage and subject to the size limits outlined above.

For POP signs larger than 20 square inches, the following rules apply:

- Vendors are allowed a maximum of 3 POP signs total
- The combined size of all POP signs used cannot total more than 6 square feet
- A single POP sign cannot exceed 50% of the size of the applied signage limit on that same side. For example, a POP sign on the front side of a 10-foot long cart cannot exceed 2.5 square feet as the applied signage limit is 5 square feet (see above)




Example of POP signage on cart deck

## 5. RETAIL FOOD LICENSE (FOOD VENDORS ONLY)

Food vendors must also be approved for a Commercial Caterer License from the Vermont State Department of Health before vending on the street. Please refer to the Retail Food Services Establishment page on the State Department of Health's website and review the Health Regulations for Food Service Establishments (specifically **Section 5-202** under **4. Commercial Caterer**) to learn more about the state requirements.