



**CITY COLLECTOR'S OFFICE  
CITY OF CHARLESTON**

**STREET VENDOR RULES AND REGULATIONS**

1. No merchandise shall be displayed or sold except in the locations designated in the rules and regulations and approved by City Council. The designated locations are shown on the enclosed map.
2. Street vendors must obtain a municipal license certificate which will indicate the specific vending category for their respective businesses. When obtaining the license certificate, each entity must have in their possession a certificate of insurance in the amount of \$500,000 and a "Hold Harmless Agreement" from the Office of the City Attorney.
3. The vendor's license plus any additional licenses or permits required by law, must be displayed conspicuously at all times upon the vendor's table, cart or container.
  - (a) All vendors selling food products that require cooking or heating must have an approved permit from the Kanawha Charleston Health Department.
  - (b) Additionally, vendors cooking or otherwise preparing food must have any cooking utensils or other equipment contained in order that no harm will occur to any city property including streets and sidewalks.
4. No merchandise shall be displayed or sold in a manner that blocks, obstructs or restricts the free passage of pedestrians or vehicles in the lawful use of the sidewalks, streets, or public places or ingress or egress to the abutting property.
5. All merchandise shall be displayed or sold from portable tables, carts or containers as approved by the City Collector. Each vendor shall remove all merchandise, packaging paper, tables, carts or containers, or other materials brought to the location at the termination of sales each day.
6. No vendor's table, cart, container, or other appurtenances, paraphernalia, merchandise, supplies or signage shall occupy more than three (3) feet in width and eight (8) feet in length.
7. Each vendor during the period of selling shall keep the area within ten feet of the location where the vendor sells or displays merchandise free from all litter and debris arising from the operations including the litter which arises from action of customers in disposing of wrapping or packaging materials of merchandise sold by the vendor.
8. Vendors shall at all times exercise reasonable care that their merchandise, packaging material, display equipment and other paraphernalia shall not create a safety or health hazard to customers or other persons using the public streets, sidewalks or public places, or to persons on or in abutting property.
9. No street sales shall be conducted nor shall any display table cart, container, or other appurtenances be permitted on any public property between the hours of midnight and

six o'clock a.m. daily. After 12:00 p.m. during the prescribed vendors' business hours, if any other vendor has not obtained or secured a place to display and sell his/her wares, then the vendor who first set up his/her goods may relocate to another section within the same approved vending region. Any other ordinance prescribing more restrictive ours shall prevail.

10. No items of pornographic nature shall be sold or displayed by street merchants.
11. Vendors will exercise crowd control. When large numbers of potential customers gather to view merchandise, clear and courteous passage must be made possible for the public.
12. The playing of any radio, phonograph, disc or tape machine, or any musical instrument or device in such a manner or with such volume as to annoy or disturb the quiet comfort and repose of store owners, employees, or patrons in the Central Vending District is prohibited.
13. The City Collector may authorize members of his staff at any time to conduct site checks to determine if vendors are in compliance with rules and regulations. Upon inspection, if a violation is found, vendors are immediately issued a site check form which will indicate specific regulation violations. Vendors will be given no more that twenty-four (24) hours to correct the cited violations. Upon receipt of three (3) cited violations which remain uncorrected for ninety (90) days, the City Collector may issue a notice terminating the license for the remainder of the current licensing period. No refund will be given for the remainder of the period.

**Nothing herein shall be construed to prohibit the distribution or sale of newspapers on the sidewalks.**

I, \_\_\_\_\_, have read the rules and regulations governing the operations of street vendors and hereby certify that I agree to follow the rules set forth as they apply to my business.

\_\_\_\_\_  
Signature

Taken, subscribed and sworn to before the undersigned, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.