



CITY OF SAN ANTONIO
RULES AND REGULATIONS
FOR
SPECIAL DOWNTOWN MOBILE FOOD VENDING
PERMIT PROGRAM

(Ordinance No. 2008-05-15-0402, adopted May 15, 2008)

“The City of San Antonio along with the State of Texas and the Alamo Endowment are engaged in a joint master planning process for the preservation and renovation of the Alamo complex and Alamo Plaza. The adoption of this master plan will likely result in major changes to the physical structure and operation of the Alamo Complex and Alamo Plaza which will result in changes to the Alamo Plaza Food Vending program including the temporary or permanent closing of some or all of the traditional vending sites, possibly during the term of the permits to be issued under this solicitation. The City shall attempt provide alternative vending sites in downtown San Antonio for vending operations for the vendors impacted by these activities but does not guarantee that the alternative sites will be satisfactory to the vendors. Vendors seeking a permit for Alamo Plaza are deemed to understand these limitations on their permit and agree to abide by them.”

1 INTRODUCTION:

- 1.1 The Mayor and City Council are the policy makers elected to represent the community and to concentrate on policy issues that are responsive not only to the needs of their constituents, but also how they meet the goals of the entire community. It is the policy of the City of San Antonio, established through City Council approval, that it shall be unlawful to operate a mobile food establishment in the Downtown Business District with the exception of vendors who have obtained a Special Downtown Mobile Food Vending Permit from the Center City Development in addition to having all the required San Antonio Metropolitan Health Department permits. Permit Fees for the special downtown mobile food vending permit program are authorized by City Council.
- 1.2 The City of San Antonio (COSA), through Center City Development, as authorized by City Council on May 15, 2008 Ordinance 2008-05-15-0402, has the authority to establish rules and regulations governing the issuance and regulation of a Special Downtown Mobile Food Vending Permit Program within the Downtown Central Business District.
- 1.3 This document sets out guidelines for the permitting process for mobile food vending in the Downtown Central Business District.
- 1.4 The Downtown Central Business District starts at the intersection of Salado and El Paso Streets; north on Salado to its intersection with Frio Street; thence northeast in a straight line to the intersection of IH-10 and Cadwallader; south on IH-10 to IH-35; northeast on IH-35 to a perpendicular point connecting with Cherry Street; south on Cherry Street to Durango Boulevard; west on Durango to the San Antonio River; south along the San Antonio River to Arsenal Street; west on Arsenal to El Paso Street; and the west on El Paso to Salado.

2 PURPOSE:

- 2.1 To establish rules and regulations for the application, lotteries, and permitting process in order to monitor and control the quantity and quality of vendors who desire to operate a mobile food vending operation in the Downtown Business District.
- 2.2 These rules and regulations are not applicable for permits with the River Walk Stationary Designated Public Space Vending Program and Privately Controlled Property Vending Program, or any other vending program authorized by the City of San Antonio.

3 DEFINITIONS:

- 3.1 “City” means the City of San Antonio.
- 3.2 “Department” means the Center City Development.
- 3.3 “Director” means the Director of Center City Development.
- 3.4 “Petitioner” means any prospective vendor submitting an application for vending permit under this program.
- 3.5 “Qualified Petitioner” means a petitioner whose application has been approved and is in compliance with the stated requirements and is eligible to participate in the Downtown Mobile Food Vending Program, specifically the Alamo Plaza Vending Lottery.
- 3.6 “Selected Vendor” means the qualified petitioner who is selected through the Lottery.
- 3.7 “Associate Vendor” means a vendor who has been designated by the Selected Vendor to vend on designated public space and who has completed the application process and been issued a permit to vend in this program.

4 ALAMO PLAZA VENDING SITES: (May be adjusted at any time)

- 4.1 The following are the four (4) Alamo Plaza Program Vending Site (Sites):
 - 4.1.1 Site 1 described as RB at Alamo St. across from Torch of Friendship (NE side of the street next to old streetcar station) corner of E. Commerce and S. Alamo.
 - 4.1.2 Site 2 described as RC at SW corner of Lasoya and E. Commerce next to landmark plaque.
 - 4.1.3 Site 3 described as RD at middle of E. Crockett St. between Presa and Lasoya. Site is along Hyatt Regency between planter and light pole.
 - 4.1.4 Site 4 described as RE at NW corner of Crockett and Navarro next to planter near entrance to river walk.

- 4.2 Each Site will be twenty (20) square feet. Each space will be marked in a manner deemed appropriate by the City.
- 4.3 No other vending except for that of raspas/snow cones shall be allowed at designated locations through the Alamo Plaza lottery.
 - 4.3.1 Any raspa vendor desiring to operate a vending space downtown shall be assigned space according to the Alamo Plaza Vending Lottery
- 4.4 City may adjust these sites in cases of construction, special events, rentals, change in use or other special circumstances approved by the Director or authorized designee.
 - 4.4.1 Notification for events requiring vendors to relocate will be provided to vendors no later than two (2) days prior to the event and will designate the vending relocation site they may utilize. Center City Development will provide a map in advance designating the relocation sites. All vendors will be required to have a copy of the map with them at all times.
- 4.5 Relocations when a Selected Vendor is not able to vend at Alamo Plaza programs designated location will be reviewed by the Director of Center City Development or authorized designee after the application process has been completed and the Alamo Plaza Lottery has taken place. Center City Development will accept a detailed map for review. Center City Development will review the proposed site and ensure the area identified meets the program requirements.

5 OTHER DOWNTOWN MOBILE FOOD VENDING SITES:

- 5.1 Mobile Food Vending Sites other than those allowed under the Alamo Plaza Vending Program will be approved by the Director of Center City Development or authorized designee on a case-by-case basis after the application process has been completed.
- 5.2 Selected Vendors with previously established locations will be given priority for the existing location pending approval of their application by the Director of Center City Development.

6 APPLICATION PROCESS:

- 6.1 Prospective vendors (Petitioner) wishing to vend as part of this program may obtain applications at City's website <http://www.sanantonio.gov/dtops/vending/default.aspx> or at the City of San Antonio Center City Development & Operations, located at 400 N. St. Mary's, Suite 100. Applications shall be accepted at Center City Development & Operations, located at 400 N. St. Mary's, Suite 100 from 8:00 a.m. to 4:00 p.m. Monday

through Friday, except for City Holidays. Applications for the Alamo Plaza Vending Program are only accepted during the timeframe specified in Section 6.2 of this document.

- 6.2 Applications for the Alamo Plaza Vending Lottery will only be accepted **Monday, March 24, 2025** beginning at 8:00 a.m. until a deadline of 4:00 p.m. on **Friday, April 11, 2025**. Applications should be delivered to the Center City Development & Operations Offices at 400 N. St. Mary's, Suite 100 by appointment. Applications will also be accepted on a case-by-case basis with prior approval to DowntownVending@sanantonio.gov. No application for the Alamo Plaza Vending Lottery will be accepted after the deadline. The application process for the entire Mobile Food Vending Program will be held once a year.
- 6.3 Staff will be available to review applications for completion and no application will be accepted unless deemed complete and in compliance.
- 6.4 A Petitioner must submit a completed application on the approved form. Petitioner shall be required to provide a copy of a valid current State of Texas photo I.D. at the time of submission of completed application.
- 6.5 Petitioner must be eighteen (18) years of age or older at the time of application.
- 6.6 Petitioner shall be limited to natural persons, no corporate entities. **City of San Antonio employees will not be allowed to apply.**
- 6.7 Petitioner acknowledges and agrees that criminal convictions for any felony offense, any sexual offense including misdemeanors, offense to a child including misdemeanors, any offense requiring registration as a sexual offender will result in denial of Petitioner's Application, without limitation.
 - 6.7.1 The City of San Antonio is requiring petitioner to submit fingerprints as part of the application process pursuant to government codes 411.087 and 411.22.
 - 6.7.2 This criminal background investigation shall include local, state, and federal records.
 - 6.7.3 Petitioner must request completion of the criminal background check in person at the San Antonio Police Department Records Office located at 315 S. Santa Rosa. Monday through Friday from 9:00 a.m. to 4:00 p.m., except for City Holidays.
 - 6.7.3.1 Petitioner must complete and provide a consent form to San Antonio Police Department (SAPD) records division at time of request.
 - 6.7.3.2 Petitioner shall be responsible for all cost or fees associated with this criminal background investigation. All fees are non-refundable.
 - 6.7.3.2.1 A fee of \$37 to perform State and Federal background checks and a fee of \$25 to perform the Local background check will be paid to City of San Antonio. This will be for the total of \$62.

6.7.4 Petitioner is advised that a criminal background investigation may take up to 45 days for completion of the federal records check, and it is the petitioner's responsibility to provide said completed criminal background check for the application to be complete.

6.7.5 Center City Development will consider Petitioner's Application complete with the submission of Local criminal background check. Petitioner's Local criminal background check will be complete with submission of a Clearance Letter provided by SAPD and allow said Petitioners who meet all other documentation standards and requirements under this permit process to be considered Qualified Vendors may participate in the Alamo Plaza Lottery as outlined in Section 7.

6.7.6 The requirement to submit completed State and Federal criminal background checks shall continue for each Qualified Petitioner and vendor. In those cases, where an individual has been issued a permit under this vending program, and who's State and Federal records check returns non-compliant with the requirements set out in Section 6.7 above, said vendor shall immediately lose their vending permit, as well as forfeit any and all fees paid to the City. Vendor will no longer be an eligible petitioner for the Downtown Alamo Plaza annual vending lottery. If a "Qualified Petitioner" does not provide proof of the required State and Federal criminal background check after 60 days, vendor shall halt all vending until the required documents can be provided.

- 6.8 Each Petitioner shall submit a State of Texas Sales and Use Tax Permit I.D. Number issued by the State Comptroller's Office. Said Sales Tax and Use Permit must be compliance and in good standing. If not confirmed to be valid, the petitioner will not be eligible to participate as a Qualified Petitioner.
- 6.9 Each petitioner will submit a list of products or services that he or she will be selling with the application. This submittal shall include representations of carts and/or any other information requested. No third-party advertising will be allowed in method or manner of display. A list of prohibited items can be found below under Rules and Regulations, Section 10.
- 6.10 Each petitioner shall submit a letter from an agent authorized to bind the petitioner and their company to the required coverage, limits, and additional insured endorsement as provided in Section 7.18 and 7.19 below verifying that Petitioner is qualified for said coverage and

that Insurance Agent agrees to provide coverage to Petitioner if Petitioner is selected as a Vendor under this program.

- 6.11 The Center City Development shall review the completed applications for compliance with the stated requirements.

6.11.1 All petitioners are required to have obtained the appropriate San Antonio Metropolitan Health Department (SAMHD) permit. Proof of having obtained the appropriate permit will be required **prior to receiving a number** for the lottery. The mobile food vending cart will require the approval of the San Antonio Health District Food Sanitation Division. For mobile food vending cart specifications, please refer to the San Antonio Health District Food Sanitation Division. Licensing occurs only on Tuesday & Thursday by appointment only. Inspections will take place at the Development and Business Services Center at 2805 E. Commerce. Telephone number is (210) 207-0135.

6.11.1.1 After approval, the mobile food vending sticker will be visibly displayed and available for inspection.

6.11.2 Petitioners will receive approval of their cart design by the City's Historic Preservation Office (HPO) upon request by the Center City Development. Applications can be obtained at www.sanantonio.gov/historic/formsapps.asp or call 207-0015 for further assistance. Approval of design will be administered by Center City Development & Operations staff. Staff will determine when an application is received if it is complete, meets all requirements and if design may be deemed appropriate. The application must include the following information:

6.11.2.1 Petitioner must provide two color photos illustrating the type of pushcart. These photos should include both a rear view and a front view and description of items to be sold.

6.11.2.2 If a pushcart is to be operated at location not assigned through the Alamo Plaza lottery, the proposed location of the pushcart must also be approved by Center City Development. If at previously established vending location, then the vendor must also submit a copy of their relocation map designating previously approved site. In general pushcarts must be:

6.11.3 In general pushcarts must be:

6.11.3.1 Mounted on wheels designed to be readily movable, controllable and maneuverable when fully loaded. Pushcarts shall have at least four (4) operable rubber or rubber-like wheels which shall not exceed eight inches (8") in diameter. A basic foot-press position lock with easy downward pressure on foot lever that sets the base securely in contact with the ground is required. No

sharp edges or projections shall be permitted on the exterior of the pushcart. No other furniture and/or fixtures, except two (2) chairs, furnished by the vendor shall be permitted at designated vendor location.

- 6.11.3.2 A pushcart unit will not exceed 30 inches (2 ½ feet) in width, 72 inches (6 feet) in length and 54 inches (4 ½ feet) in height, excluding umbrella. Each pushcart may have up to two shade umbrellas with prior written approval by Center City Development mounted on a single pole each with a diameter not to exceed 8 feet. Fabric umbrellas only. The bottom of the pushcart shall be at least 6 inches from the ground. Pushcart to be constructed and continuously maintained in a professional, workmanlike manner with quality materials. Pushcarts which are rusted, tattered, worn or otherwise in disrepair are strictly prohibited. (**Please refer to attached drawing on page 20.**)
 - 6.11.3.3 Enclosed on four (4) sides and shall contain a storage area beneath the platform. Storage compartments in the pushcart must be covered with sliding doors.
 - 6.11.3.4 All surfaces shall be smooth with exterior molding covering edges, easily accessible and cleanable.
 - 6.11.3.5 Utilize no devices or mechanisms emitting a noise. No sound amplification devices by voice, electronic or other means are permitted.
- 6.12 All petitioners in compliance with the stated requirements (Qualified Petitioners) will be notified in writing of their compliance. Qualified Petitioners shall be limited as follows:

Only one qualified petitioner per State Tax I.D. Number will be allowed to participate in the Alamo Plaza Lottery, as detailed below in Section 7. Only one qualified petitioner per group of vendors affiliated in any manner, whether as employer and employees, partners, members of a joint venture, contractors, associates, or any other business relationship will be allowed to participate in the Lottery. Only one qualified vendor per physical address. Address will be verified by utilizing Texas State driver's license, Texas Identification card and Texas Sales Tax Permit (<http://www.window.state.tx.us/taxinfo/sales/>) No City of San Antonio Employee will be allowed to participate as a vendor or associate vendor at any time.

7 ALAMO PLAZA VENDING LOTTERY:

- 7.1 Each Petitioner shall be notified if they are eligible as a Qualified Petitioner at the time they submit their application and will be assigned a number. Vendors with an existing/active mobile food vending permit prior to the 2008 Program for the Central Business District will automatically be included in the annual lottery in each successive year thereafter upon completion and submittal of an approved application by the deadline as prescribed in these rules and regulations.
- 7.2 Annual Petitioners will be accepted during the regular application period. All applications will be reviewed for completion. Once application is determined to be complete a number

will be issued to the petitioner in order of completion. A lottery shall be held once a year to determine the annual vendors at the location to be determined by Center City Development & Operations Department. The Center City Development staff will draw numbers from the lottery container. The first numbers drawn from the lottery container will be the Annual vendor that will go on to participate in the 2nd lottery to determine the schedule rotation and complete the 126 vendors for the program.

- 7.3 The Annual Vendor lottery will be held virtually on **Wednesday, April 16, 2025 from 10:30am-11:30am** at a location to be designated by Center City Development & Operations
- 7.4 The Lottery to determine the vending rotation will be held virtually on **Monday, April 21, 2025 from 10:30am-11:30am** at a location to be designated by Center City Development & Operations.
- 7.5 Vendors must have paid the permit fee as per Section 9 prior to participation in the lottery on the designated date.
- 7.6 Vendors must be present at the lottery to be held at location and date as designated by the Director of the Center City Development or authorized designee.
 - 7.6.1 If there are extenuating/emergency circumstances, then the Director or authorized designee at their discretion may allow the vendor to designate a representative to attend in their place.
- 7.7 Upon arrival each Qualified Petitioner will line up to draw a number.
- 7.8 This first initial draw will determine the order of the second draw. For example, if a Qualified Petitioner draws number one (1) then they will draw first for the second draw. If a Qualified Petitioner draws number twenty (20) then they will be the twentieth person to draw for the second draw.
- 7.9 At the designated time, for the second draw, each Qualified Petitioner shall draw a number from the lottery container in the order determined by the first initial draw. The number picked from the lottery container will determine the Selected Vendor order for Alamo Plaza. (Please refer to Section 4.1 for site locations.)
- 7.10 The numbers one (1) through four (4) shall determine the first four Selected Vendors for the first rotation and to commence vending on Alamo Plaza. After the four (4) initial

Selected Vendors are determined, the remaining numbers in reverse order of draw will determine the rotation schedule for the Alamo Plaza vending sites for the permit year.

- 7.11 Selected Vendors will be notified in writing of their order in the rotation. Vending must commence for the initial four vendors by the first Saturday after June 1.
- 7.12 Vendors participating in the lottery shall be issued schedules within one (1) week after the lottery. Permit period is effective from June 1, 2025, through the following May 31, 2025. Each snow cone/raspa vendor participating in the drawing shall be assigned certain dates to operate at Alamo Plaza as determined by the Lottery process.
- 7.13 The schedule as a result of the lottery will be comprised of a 52 week schedule providing each of the sixteen (16) vendors three operating weeks at each of the four (4) vending locations. As a result, each vendor will operate a total of twelve (12) weeks throughout the plaza.

7.13.1 The First Rotation will run as follows:

- 7.13.1.1 Each Selected Vendor will vend for seven (7) days at each site beginning on the first Saturday in May and then rotate to the next site on the 8th day or following Saturday. For example, the Selected Vendor 1 shall vend at Alamo Plaza Vending Site 1 (RB) for seven consecutive days. On the eighth day, the Selected Vendor 1 shall rotate to Alamo Plaza Vending Site 2 (RC) and the Selected Vendor 2 shall rotate to Alamo Plaza Vending Site 3 (RD). The Selected Vendor 3 shall rotate to Alamo Plaza Vending Site 4 (RE). The Selected Vendor 4 shall rotate off of Alamo Plaza and the last Selected Vendor drawn shall begin vending on Alamo Plaza at Site 1 (RB).

7.13.2 The Second Rotation schedule will run as follows:

- 7.13.2.1 The last 4 individuals on the bottom of the list will be placed into the Alamo Plaza Schedule. Beginning at the bottom of the list, count 4 vendors, the vendor in position 26 begins in Site 1 (RB), 2nd vendor counted in position 25 begins in Site 2 (RC), etc. until all 4 vendors have been assigned a site. Each vendor will remain in their designated site for sever (7) days and on the 8th day rotate to the new location.
- 7.14 The Director of Center City Development or authorized designee shall designate the specific area where pushcarts will be located at Alamo Plaza, and any relocation due to special events, construction or other circumstances. Whenever relocation must occur, the City will make its best effort to assist the vendors with relocation as quickly as possible. Notification for events requiring vendors to relocate will be provided to vendors no later than two (2) days prior to the event and will designate the vending relocation site they may utilize. Center City Development will provide a map in advance designating the relocation sites. All vendors will be required to have a copy of the map with them at all times. The

City will advise vendors as soon as possible should a special event require the temporary delay or relocation of a vendor. An example of this special event may include but not be limited to a press conference.

- 7.15 The Selected Vendor is defined as the qualified petitioner who is selected through the Lottery. The Selected Vendor shall only be authorized to vend on the one (1) designated public space on Alamo Plaza as indicated through the Lottery.
 - 7.15.1 Selected Vendor shall not be allowed to vend at any of the other remaining designated public spaces on Alamo Plaza or any off-site locations simultaneously. A Selected Vendor or Qualified Petitioner may not participate as an associate vendor during the same vending permit period.
- 7.16 The Selected Vendor can designate associate vendors for their respective Vending Site. Associate Vendors must submit to a criminal background check. Any necessary SAMHD requirements must also be met by the Associate Vendor. The Selected Vendor must provide in writing to Center City Development the names of the Associate Vendors they wish to use at their location.
- 7.17 The Selected Vendor can designate associate vendors for their respective Vending Site. Associate Vendors must submit to a criminal background check. Any necessary SAMHD requirements must also be met by the Associate Vendor. The Selected Vendor must provide in writing to Center City Development the names of the Associate Vendors they wish to use at their location.
- 7.18 All vendors must submit a completed criminal background check, a permit application, and pay a permit fee of \$400. Associate vendors are required to vend only those products sold by the Selected Vendor as authorized through their respective application and permit. There is no limit on the number of associate vendors, but no more than two vendors shall be allowed to operate in each Downtown Mobile Food Vending Program site at any one time. The fee for an Associate Vendor's permit shall be \$25.00
- 7.19 In no event shall the Selected Vendor be allowed to sell, assign, subcontract, or sublease their permit rights and any attempt to do so shall result in the immediate revocation of the Selected Vendor's permit rights, all associated additional vendors' permit rights and preclude the right to apply for any further Alamo Plaza Vending Program lotteries unless under the circumstances outlined in Section 10.23 and 10.24.

7.20 The Selected Vendor shall:

7.20.1 Be responsible for all vending activities taking place on their designated site, including any infractions of these rules and regulations.

7.20.2 Have an emergency contact number on file with Center City Development for any times in which they are not present at their authorized vending site.

7.21 Prior to issuance of a permit, the Selected Vendor must provide to the City an original completed Certificate of Insurance, which shall be completed by an agent authorized to bind the Selected Vendor and their company to the required coverage, limits, and termination provisions.

7.21.1 The original certificate must have the agent's original or facsimile signature, including the signer's company affiliation, title, and telephone number, and be mailed directly from the agent to the City.

7.22 The Selected Vendor is required to provide the following insurance coverage in their Certificate of Insurance covering all vending activities occurring within the designated site:

7.22.1 Commercial General Liability (Broad Form), which will include Products and Completed Operations, Independent Contractors in the amount of \$500,000 per occurrence for Bodily Injury and Property Damage. All insurance contracts and Certificates of Insurance shall name the City and its officers and employees as additional insured as respects operations and activities of, or on behalf of, the named insured and shall provide that the coverage for the named insured shall be primary and non-contributory as to any insurance available to the City as an additional insured.

8 PERMIT PROCESS:

8.1 The Director of Center City Development or authorized designee shall issue the Downtown Mobile Food Vending Permits and administer the Alamo Plaza program Vending Sites. Vending is limited to one (1) site per Vendor). All permits for the Downtown Mobile Food Vending Program will be in effect for one (1) year from June 1st through May 31st. The cost of the permit will be \$400 for the permit period of June 1st through May 31st in successive years, unless changed through the budget process. Existing Vendors will be notified of any proposed fee increases scheduled to occur as a result of the budget process.

8.2 Each permit shall only be valid for the Downtown Mobile Food Vending Program. Vending Permits issued through the separate Leased Space/Private Property Vending Program or the River Walk Stationary Designated Public Space Vending Program will not be valid for the Downtown Mobile Food Vending Program.

- 8.3 Each permit badge shall include:
 - 8.3.1 The Permit Number as issued by Center City Development;
 - 8.3.2 A photo of the approved vendor;
 - 8.3.3 Approved vendor's contact information;
 - 8.3.3.1 Phone number(s);
 - 8.3.4 Identification of the approved Site and/or the Alamo Plaza site & relocation site information;
 - 8.3.5 Permit Validity Dates.
- 8.4 The Selected Vendor shall be allowed to designate additional associate vendors to vend on their site.
 - 8.4.1 Each additional associate vendor must complete an Application and follow the required rules and regulations to participate in the Program.
 - 8.4.2 The Associate Vendor must be at least 14 years of age to be allowed to work and must be under the direct supervision of the child's parent or adult custodian and comply with all local, state and federal labor laws.
 - 8.4.3 An Associate Vendor may be approved to vend at more than one designated site under this program if authorized by Selected Vendors, provided however, the associate vendor must pay a permit fee of \$25 for a permit and must comply with all rules and regulations of this program including complying with the criminal background check requirements. The Selected Vendor is responsible for the actions of the Associate Vendor while the Associate Vendor is working the Selected Vendor's cart.
- 8.5 The permit badge shall be displayed prominently, professionally, and worn at all times by the approved petitioner.

9 PERMIT FEES:

- 9.1 The permit fee per year for a Downtown Mobile Food Vending Permit is as follows and fees are subject to change with City Council approval:
 - 9.1.1 Four hundred dollars (\$400) for each Selected Vendor for the Downtown Raspa Vending Program;
 - 9.1.2 Four hundred dollars (\$400) for each stationary Downtown Vending Site that is not part of the Downtown Raspa Vending Program; and
 - 9.1.3 Twenty-five dollars (\$25.00) for each Associate Vendor.

10 RULES AND REGULATIONS:

- 10.1 Each Mobile Food Vending Permit shall be for a specific site within City controlled property or for a specific spot within the Alamo Plaza rotation, if eligible.
- 10.2 Only two permitted vendors will be allowed to vend at each approved/designated public space at any single time.
- 10.3 Only pushcart vendors may operate in the Downtown Central Business District as authorized by the Director of Center City Development.
- 10.4 All pushcarts will remain at a fixed location throughout the twelve (12) month term of the vendor's permit, unless part of the Alamo Plaza vending rotation which is determined separately. No moving around or customer solicitation will be allowed.
- 10.5 Vending at approved/designated public spaces will be allowed from 8:30 a.m. to 12:00 Midnight daily. No vending will be allowed at designated public spaces after 12:00 Midnight or before 8:30 a.m.
- 10.6 The vendor will not leave the pushcart unattended for any lengthy period of time. If the pushcart is left unattended for more than 1 hour it may be towed, and the vendor may be held liable for all reasonable towing and storage charges. The City is not responsible for any damages or theft to the cart if the Vendor chooses to leave their cart unattended for a

short period of time. Vendors must remove their supplies, pushcart and equipment from the downtown area at the end of each business day.

- 10.7 No products other than raspas can be vended on Alamo Plaza.
- 10.8 Loud speakers or loud noises of any kind for the purpose of attracting attention are prohibited.
- 10.9 City utilities will not be used.
- 10.10 Downtown Central Business District vendors are prohibited from operating on public streets. Vendors are not allowed to sell, solicit or attempt to solicit or sell to occupants of any vehicle.
- 10.11 Vendors must display their current mobile food vending sticker from SAMHD on each pushcart at all times. The food vending sticker will be displayed on the pushcart and available for inspection. The permit badge shall be displayed prominently, professionally, and worn at all times by the approved vendor.
- 10.12 Vendors must keep the grounds around their pushcart and around their vending space free of litter, trash, paper and waste at all times. The vendor shall comply with any reasonable request from Center City Development staff personnel to cease operation and/or to temporarily reposition their pushcart to allow time for the Center City Development maintenance crews to wash down sidewalks, conduct repairs, or other related maintenance functions.
- 10.13 Mobile vending units shall provide waste containers for customers at such times when the unit is parked.
- 10.14 Mobile vending units shall be protected from overhead contamination through the use of a weather-resistant umbrella ranging from 6' to exceed 8' in diameter. Fabric umbrellas only, no plastic or grass umbrellas will be allowed. Any deviations to the number or type of umbrellas that may be a matter of health and/or safety will be determined and approved by the Director of Center City Development.
- 10.15 Vendors will position the pushcart so as not to damage or destroy any park or public property. The pushcart will not be allowed to touch, lean against or be affixed temporarily or permanently to any building structure, wall, tree, and shrubbery or planting bed.
- 10.16 Vendors will not be allowed to set up tables, cartons, racks or to display their wares on the ground. Additional ice chests along the pushcart are allowed so long as they are neatly placed and off the ground per SAMHD regulations, and do not obstruct or impede pedestrian traffic. In addition, vendors will not be allowed to hang or display merchandise on trees, umbrellas, walls, or vend from other temporary structures located upon any public

street, sidewalk, right-of-way or other public property. All gas cylinders used are subject to San Antonio Fire Department inspection.

- 10.17 Depending upon the type of food service proposed for the vending pushcart unit, additional specifications may be required to meet the City of San Antonio Health Code. Such additional specifications as may be required shall be determined by the City of San Antonio Metropolitan Health District.
- 10.18 Whenever a City of San Antonio Health Officer finds an unsanitary or other unhealthy or unsafe condition in the operation and maintenance of the vending pushcart unit, SAMHD shall determine the appropriate actions for compliance. The vendor shall comply with any corrective action(s) to be taken as per SAMHD instructions.
- 10.19 The vendor will make the pushcart available for an inspection by a Health Department Officer, San Antonio Police Officer, Park Police, the Director of Center City Development or his/her representatives any time the unit is on public property.
- 10.20 Vendors and their Associates shall at all times be neat and well-groomed. Their outer garments, including footwear, shall be clean, in good condition and/or well-mended. Colorful costumes representing ethnic, cultural or festive designs are encouraged. Pushcart operators must comply with all SAMHD requirements regarding attire. Closed toe shoes are preferred. In addition, vendors must wear ID permit at all times.
- 10.21 No vendor will be allowed to sell, possess, consume or distribute alcoholic beverages while operating a cart as a vendor in the Downtown Central Business District. In addition, tobacco products of any sort will not be offered for sale.
- 10.22 Vendors must comply with CHAPTER 16 OF THE MUNICPAL CODE and all GUIDELINES AS OUTLINED BY THE SAN ANTONIO METROPOLITAN HEALTH DISTRICT order to be eligible to participate in this program.
- 10.23 A mobile food vending permit is issued in the vendor's name for a particular unit(s) and vending site and cannot be assigned, sold, lent, leased, or otherwise transferred, even if the ownership of the unit has changed. A grandfathered status for a vendor or location may not be transferred for future vending cycles. The only exception of a permit transfer to another family member would be in the case of the death or incapacitation of a Selected Vendor during the current vending cycle. Such incidents will be approved on a case-by-case basis by the Director of Center City Development.
- 10.24 If a Selected vendor is sick or has an emergency and cannot vend. The Selected Vendor may pick another vendor from within the Alamo Plaza Vending Program not currently in the Alamo Plaza vending rotation to vend in their place. Form - A will need to be submitted to Center City Development for approval prior to vending. Proof of this arrangement by

completion of Form - A will be provided upon request to Park Police, SAPD, SAMHD, and Center City Development staff.

The Director of Center City Development may establish additional program specifications and requirements as may be operationally appropriate for the Downtown Central Business District.

10.25 Allowed Vending:

10.25.1 Raspas

10.25.2 Pre-packaged, Non-potentially hazardous food items (not allowed on Alamo Plaza)

10.25.3 Hot Dogs (not allowed on Alamo Plaza)

10.25.4 Steamed Corn (not allowed on Alamo Plaza)

10.25.5 Ice Cream (not allowed on Alamo Plaza)

10.26 Prohibited Vending:

10.26.1 Tobacco products

10.26.2 Alcoholic product

10.26.3 Sexually explicit and/or drug related paraphernalia

10.26.4 Obscene Material

10.26.5 Non food Vending

10.26.5.1 Real estate transactions and vacation packages, including but not limited to: time shares, rentals, and vacations clubs or other similar arrangements

10.26.5.2 Marketing and advertising activities, including but not limited to: soliciting for memberships or credit card applications

10.26.5.3 Tickets for events

10.26.5.4 Other services or products not approved by the City prior to issuance of the Program Permit

10.27 Vendors shall be allowed to utilize a mobile food vending cart for their operations. This cart will require the approval of the San Antonio Health District Food Sanitation Division and the City's Historic Preservation Office. Cart inspections and approvals occur at the Development and Business Services Center at 2805 E. Commerce. Telephone number is (210) 207-0135. Carts used in vending of items cannot be left on any designated public space during non-operating hours (from 12:00 a.m. to 8:30 a.m., as well as during other

prohibited times such as during special events) or at any time that the vendor is not actively vending.

10.28 NO VENDING IS PERMITTED IN SUCH A MANNER AS TO IMPEDE PEDESTRIAN TRAFFIC ALONG THE RIGHT OF WAY/PATHWAY/SIDEWALK.

10.29 Existing special events, such as parades and craft shows, will take precedence over any Downtown Mobile Food Vending Program permits. As such, mobile food vending on Downtown approved/Designated Public Spaces will not be allowed during such special events. Whenever possible, Center City Development will work with the vendors to relocate them off the event footprint.

10.29.1 Fiesta Events: During the Battle of Flowers Parade and the Fiesta Flambeau Parade, individuals with a valid Downtown Mobile Food Vending Permit are allowed to continue to vend during said parade on public sidewalks ONLY, only if not within the Fiesta Commissioned licensed premises. Vendors who hold appropriate year-round downtown mobile food vending permits are entitled to their regular vending rights, if it does not conflict with the Fiesta event. If vendor is requested to relocate from their location then as per 10.29, will need to do so.

10.30 Where exigent circumstances exist and a San Antonio Police Officer, Park Police Officer, or other authorized officer of the City of San Antonio gives notice to a vendor to temporarily move from a location, such vendor will not operate from or otherwise remain at such location. For the purpose of this rule, exigent circumstances shall include, but shall not be limited to, unusually heavy pedestrian or vehicular traffic; the existence of any obstructions in the public space at or near such location; a major event; festival, program or park activity, a fire, a parade, demonstration, or other such event at or near such location. Any location that becomes unsafe or unusable due to construction will be temporarily suspended until such time as construction is completed.

10.31 City shall not be responsible for any theft, damages or destruction of goods and/or property of vendor both during the term of the Downtown Mobile Food Vending Permit and as so any carts or goods left on the designated public space after vendor vacates the designated public space. If said goods and any other property placed by vendor upon the Downtown Mobile Food Vending Site are not removed after hours of operation, then the CITY may remove same without further notice or liability therefore.

10.32 Vendors must adhere to all sound restrictions, solicitation, queuing, and hawking laws and regulations of the City of San Antonio.

10.33 Vendor shall pay, on or before their respective due dates to the appropriate collecting authority, all Federal, State and local taxes and fees which are now or may hereafter be levied upon the Vendor, or upon the business conducted on the designated public space, or upon any of Vendor's property used in connection therewith; and shall maintain in current status all Federal, State and local licenses and permits required for the operation of the

business conducted by Vendor. Failure to comply with the foregoing provisions shall constitute grounds for termination of the City Public Space Vending Permit by the CITY.

10.34 Vendor shall not assign the designated public space or allow same to be assigned by operation of law or otherwise sublet or sell the downtown mobile food vending approved/designated public space or any part thereof. Any of the previous actions shall constitute grounds for immediate termination of the City Downtown Mobile Food Vending Permit by the CITY.

10.35 San Antonio Police Officers and Park Police Officers shall enforce City Codes on the San Antonio Downtown Central Business District.

10.36 Any violation of these rules and regulations may result in issuance of a misdemeanor citation or an administrative statement of violation issued by the Director or her designee.

10.36.1 The issuance of three vending related misdemeanor citations within the one (1) year permit period to a vendor may result in the immediate loss of the vending permit and preclude re-application one year from the date of conviction and/or completion of deferred adjudication, as well as forfeiture of any and all fees paid to the City. Administrative revocation of the Permit may be appealed to the City Manager's Designee within ten (10) days.

10.36.2 An administrative statement of violation issued by the Director or her designee will be treated the same as a misdemeanor citation for purposes of Administrative Revocation of the Permit. A vendor will receive one verbal and one written warning prior to issuance of an administrative statement of violation, unless the severity of the offense warrants an immediate statement of violation, such as vending without a permit or utilizing someone else's badge to vend.

X

Alamo Plaza Vendor

X

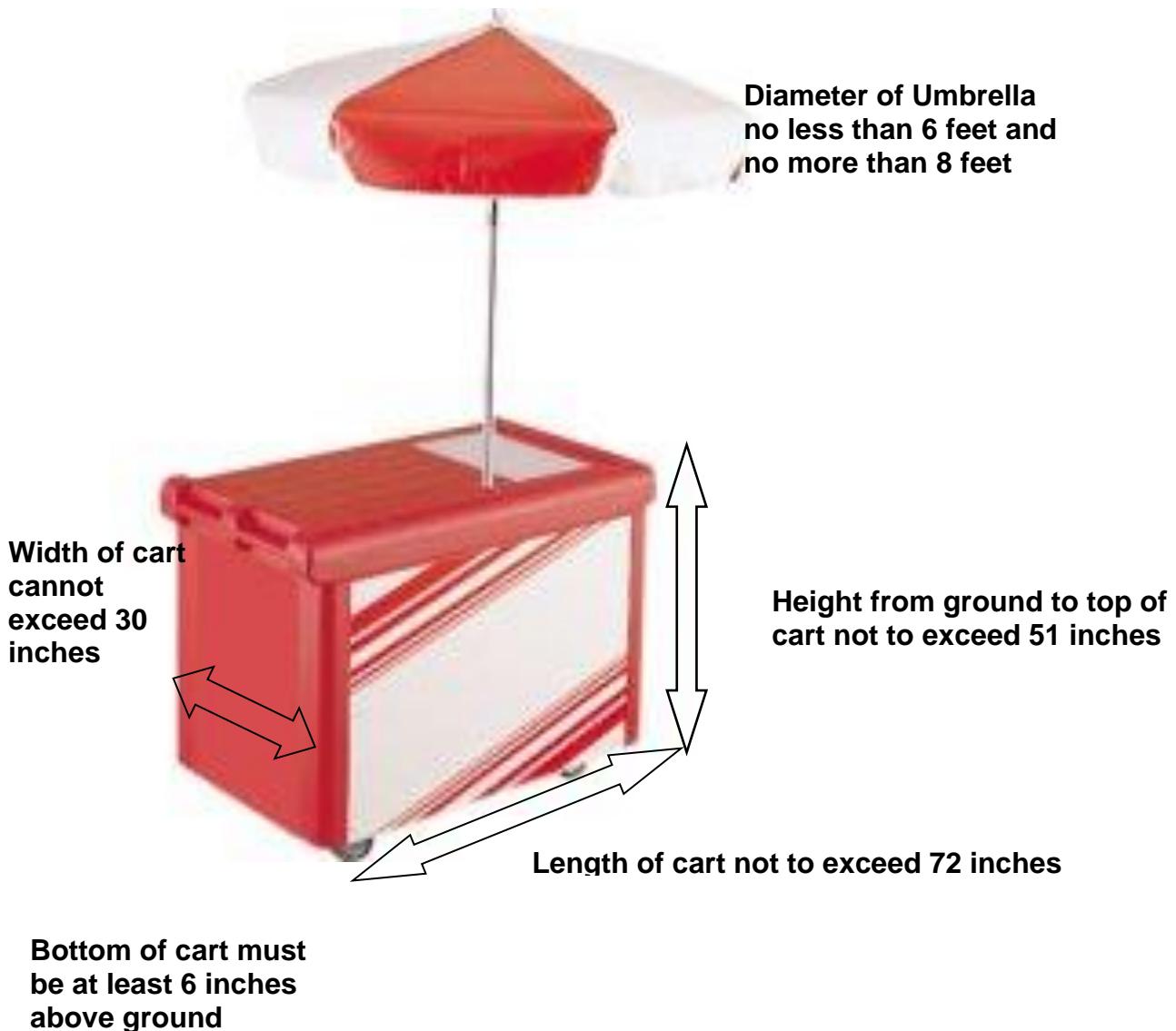
John Jacks

Director of Center City Development & Operati...

All information related to this program may be obtained from:

City of San Antonio
Center City Development
400 N. St. Mary's, Suite 100 San Antonio, Texas 78205
(210) 207-3677 / sanantonio.gov/ccdo

Sample of Alamo Plaza Raspa Cart and Measurements



FORM – A

Submit to Downtown Operations Division Prior to Vending

I WILL NOT BE WORKING MY DESIGNATED SPACE ON ALAMO PLAZA AS A RASPA VENDOR ON _____. I HAVE AUTHORIZED Mr./Mrs. _____ AS MY REPLACEMENT. HIS/HER LICENSE CODE IS _DTFV-_____. MY LICENSE CODE IS DTFV-_____.

X

Primary Selected Vendor active in Alamo Plaza
Date: _____ Phone: _____

X

Primary Selected Vendor Designe
Date: _____ Phone: _____

X

Center City Development Representative
Date: _____

