

TEMPORARY VENDOR LICENSE APPLICATION

Village of Andover

134 Maple Street
P.O. Box 1267
Andover, Ohio 44003
Phone: (440) 293-4747

Pursuant to Andover Municipal Code Chapters 110 and 112

NOTICE

A Temporary Vendor License is required for certain temporary business activities conducted within the Village of Andover. Upon approval, a Temporary Vendor License is valid for a period of not more than ninety (90) days or one hundred twenty (120) days.

Please complete all applicable sections of this application.

For Village Use Only

Application no. _____

Received on: _____

Photo ID Confirmed Yes No

90-Day Temporary Vendor License (\$25)

120-Day Temporary Vendor License (\$40)

License no: _____

Approved on: _____

Denied on: _____

Receipt Number: _____

Fee Collected: \$ _____

Village Official: _____

SECTION 1 – TYPE OF VENDOR

Select all that apply:

- Itinerant Merchant
(Temporary sale of goods from a fixed location on private property)
- Peddler
(Temporary sale of goods from public property or by traveling from place to place)
- Solicitor
(Temporary solicitation of orders for future delivery of goods or services)
- Food Vendor
- Produce Vendor
- Craft Vendor
- Food Truck
- Nonprofit Organization
- Other: _____

SECTION 2 – APPLICANT INFORMATION

Business Name: _____

Owner or Authorized Representative: _____

Mailing Address: City _____ State _____ Zip _____

Phone Number: _____ Email Address: _____

Emergency Contact: _____ Emergency Phone: _____

SECTION 3 – BUSINESS ORGANIZATION

- Individual
- Corporation for Profit
- Partnership
- Limited Liability Company (LLC)
- Nonprofit Corporation
- Tax-Exempt Organization
- Unincorporated Association
- Other: _____

State of Incorporation or Formation: _____ Federal Tax ID Number (if applicable): _____

SECTION 4 – CRIMINAL HISTORY

Has the applicant, owner, partner, member, officer, or principal of the business been convicted within the past ten (10) years of any felony or misdemeanor involving fraud, theft, violence, deception, consumer protection violations, or food safety violations?

- No
- Yes

If yes, provide details:

Name: _____ Nature of Offense: _____

Date of Conviction: _____ Court: _____

Disposition/Penalty: _____

SECTION 5 – BUSINESS DESCRIPTION

Describe the nature of the business and the goods or services to be offered:

License Term Requested:

- 90-Day Temporary Vendor License - Fee: \$25.00
- 120-Day Temporary Vendor License - Fee: \$40.00

Requested License Period: (Not to exceed 90 or 120 days selected)

From _____ To _____

Requested Hours of Operation: (Hours must comply with applicable Village ordinances.)

From _____ To _____

SECTION 6 – LOCATION OF BUSINESS

Business Location Address: _____

Property Owner Name (if different from applicant): _____

Property Owner Phone Number: _____

If operating on private property, written permission from the property owner must be attached.

SECTION 7 – MOTOR VEHICLE INFORMATION

Will a motor vehicle be used in connection with this business?

- No
- Yes

Year _____ Make _____ Model _____ Color _____

License Plate Number _____ VIN _____

Proof of Vehicle Insurance Attached:

- Yes
- No

SECTION 8 – GOODS TO BE SOLD

Will goods be sold? No Yes

Describe Goods:

Goods will be sold from:

- Vehicle
- Booth
- Table
- Tent
- Trailer
- Other _____

Estimated Inventory Value: \$ _____

Location Goods Were Produced or Manufactured: _____

Name of Producer or Manufacturer: _____

Current Storage Location: _____

SECTION 9 – TEMPORARY STRUCTURES

Will a temporary structure be erected?

- No
- Yes

Type of Structure: _____

Temporary vendor structures must be removed or secured at the conclusion of each operating day unless otherwise authorized by the Village.

SECTION 10 – FOOD SALES

Will food or beverages be prepared, handled, distributed, or sold?

- No
- Yes

If yes, describe:

Food vendors must provide copies of all permits, licenses, inspections, certifications, or approvals required by the Ohio Department of Agriculture, Ohio Department of Health, and/or the Ashtabula County Health Department.

SECTION 11 – ADVERTISING

Describe any proposed advertising, signs, banners, flags, vehicle signage, or promotional materials:

SECTION 12 – INSURANCE

The Village may require proof of general liability insurance prior to issuance of a Temporary Vendor License.

If liability insurance is available, attach a copy of the certificate of insurance.

Insurance Carrier: _____

Policy Number: _____

SECTION 13 – APPLICANT CERTIFICATION

I certify that the information provided in this application and all attached documents is true and correct to the best of my knowledge.

I understand that knowingly providing false information may result in the denial, suspension, or revocation of any license issued and may subject me to penalties provided by law.

I agree to comply with all applicable federal, state, county, and Village laws, ordinances, regulations, and health requirements.

I agree to indemnify, defend, and hold harmless the Village of Andover, its elected officials, employees, agents, and representatives from any claims, damages, losses, liabilities, costs, or expenses arising from my business operations, activities, products, services, or use of public or private property during the licensed period.

I understand that this license:

- Is not transferable.
- Must be displayed upon request.
- May be revoked for violation of applicable laws or ordinances.
- Shall expire on the date specified on the license and in no event later than ninety (90) days or one hundred twenty (120) days after issuance.

Applicant Signature: _____

Printed Name: _____

Title: _____

Date: _____

Witness: _____