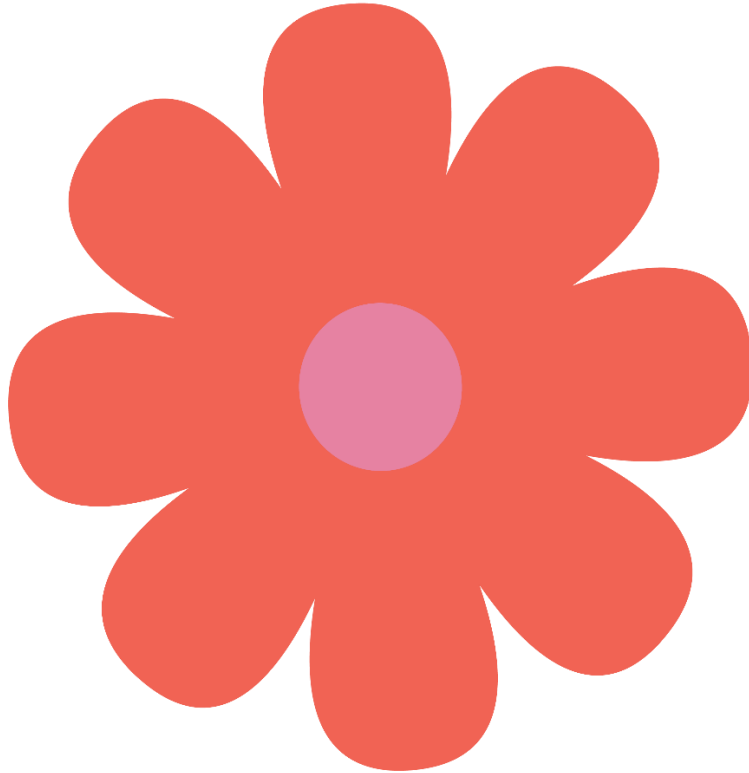


2025



Retail Vendor

Terms and Conditions



The City of Victoria reserves the right to update information and requirements found within this document. Contact bizhub@victoria.ca with any questions or for information about your application.

Program Requirements

The City of Victoria is seeking a culture of “temporary stewardship” – meaning we want all applicants to take care of and steward the public space while they have use of the area. All applicants will be required to maintain compliance with all program requirements.

The City of Victoria reserves the right to conduct spot compliance checks to ensure that all businesses are in compliance with program requirements.

- **Operating Hours:** Determined by the City of Victoria and must be followed (unless otherwise specified).
 - **Failure** to attend the designated space during programmed times more than two times a month may result in the spot being reassigned. In the event the spot is reassigned, the City will provide written notice to the vendor.
 - **Furnishings/materials:** The City will provide onsite branding including a sandwich board. Retail vendors may only place sandwich boards or promotional signs within their vending space. Sandwich boards or promotional signs must remain within the designated mobile vending zone. Sandwich boards or promotional signs cannot introduce barriers for people with disabilities.
 - **Ineligible merchandise/goods: Vendors may not sell any food or beverage goods. All merchandise/goods must be suitable for the general public and must not include:**
 - **Any language or imagery that includes profanity, incites, or is motivated by hatred against any identifiable group***
 - **Any language or imagery that convey or portrays drug and/or alcohol use**
 - **Acronyms, explicit and/or encrypted signatures**
- *Identifiable group means any section of the public distinguished by race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, or mental or physical ability.**
- **Accessibility:** Vendors must provide directions for queueing customers as to not obstruct the roadway or the entrances into the seating area for accessibility purposes.
 - **Cleanliness:** Vendors are fully responsible for cleanliness in and around their vending space. The area must be kept clean and clear of debris, litter and trip hazards.
 - **Refuse:** Vendor permit holders must provide their own refuse collection bins and assume responsibility for refuse disposal. This includes garbage, compost and recycling. Mobile vendors cannot rely on City of Victoria litter/recycling bins.

- **Power:** vendors should plan to be self-sufficient and not rely on utility hook-ups. There will be no power available on site.
- **No Parking:** Parking of supply/business vehicles is not permitted at site.
- **Wi-Fi:** The City will provide Wi-Fi access.

- **Insurance:** Applicants must, at their own expense, obtain and maintain commercial general liability insurance, in the minimum amount of \$5 million per occurrence against bodily injury and property damage, personal injury and cross liability, with the City of Victoria added as an additional insured. Insurance coverage must be in place for the duration of approved operations for the permit. Insurance may not be cancelled, lapsed or materially changed without the insured giving 30 days' notice to the City.
- **Liability:** Permit holders will act as independent contractors and must agree to keep the City of Victoria indemnified against any and all claims, actions, liabilities, judgments, cost and expenses which may accrue against the City in consequences of, and incidental to, the granting of the permit.
- **Advertising:** No external company advertising, third party banners or branding are permitted.
- **Regulatory Adherence:** The use of public spaces through these initiatives is subject to general provisions of City and CRD bylaws including, but not limited to:
 - Noise Bylaw
 - Sign Bylaw
 - Liquor Licence Policy
 - CRD Clean Air Bylaw
 - Sidewalk Café Regulation Bylaw
 - WorkSafe BC requirements

The City of Victoria reserves the rights to the following:

- To review all applications and direct the applicant to conduct additional engagement with adjacent businesses and/or residences.
- Allocating space for the purposes of facilitating the commercial use of public space.
- Changing or adapting the layout of approved spaces, based on distribution, adjacent demand or operational needs.
- Requiring the temporary closure of the site, without notice, for maintenance, utility work or emergency purposes. The City is not responsible for any damages or loss of equipment removed pursuant to this subsection.

Schedule A

- **No mobile vending is permitted on the dates below. Dates are subject to change, with as much advance notice provided as possible.**
- June 18-19
- September 30

By signing below, you agree to the terms and conditions set above. Please email this signed/dated page to bizhub@victoria.ca as part of your application's required documentation.

Print Name

Signature

Date