



500 Poplar View Parkway \* Collierville, TN 38017 \* (901) 457-2360 \* FAX (901) 457-2354

## Administrative Guidelines and Procedures for Town Square Produce Vendor Permits 8/17/20

### What is the Town Square Produce Vendor Permit?

Town Square Produce Vendor Permits are granted under § 151.026 of the Zoning Ordinance. A valid permit allows an individual to use any one of the eight (8) parking spaces along the easternmost portion of North Rowlett (see dashed area on the map below). This area is also described as the south side of the Town Square Park.



### **Administering the Permit:**

- Each growing season, the Town will only grant up to six (6) vendor permits at any one time for the South Side of the Square/North Rowlett. Preference will be given to
  - applicants that had been issued permits in the past; and
  - applicants that are residents of Collierville or its Reserve Area;
- If space is available, applications will be considered on a first-come basis. Permit holders can yield their permits in writing to the attention of the Development Director if they are finished for the season, or the Town may approve vendor permits with limited durations (begin and end dates) so that no more than six active permits are valid for the South Side of the Square/North Rowlett location at any given time during the season.
- The Development Department shall issue to the applicant any permit granted. The applicant shall display the permit in a prominent location while vending on the Square. The Development Department shall annually track the permits issued and keep permanent public records.
- The spaces may be used any day of the week, but only during the hours of 6:00 am to 9:00 pm. Vendor certificates are not valid during Town or civic functions at Town Square Park or the surrounding Town Square. Examples include, but are not limited to, the Summer Concert Series.
- Vendors are responsible for providing their own shade coverings. If a vendor erects a shade covering, it must be stabilized from wind, and tripping hazards should be mitigated to avoid accidents.
- Neither the placement of vehicle, stand or similar device, nor the activity of the participant shall hinder or obstruct vehicular or pedestrian traffic in any way.
- The vending site must be maintained in a safe and sanitary manner and all trash must be collected and removed at the end of the day.
- Vehicles/stands cannot remain after hours.
- Vendor supplied tents larger than 400 square feet require approval of the Fire Marshal (457-2400)
- Two signs shall be allowed provided:
  - the total sign face area does not exceed six (6) square feet; and
  - all signs remain attached to the vending vehicle or stand.
- Produce vending on the Square is not an official Town of Collierville event. Vendors acknowledge that they may be exposed to a variety of hazards and risks, foreseen and unforeseen. These inherent risks may result in injuries, damages and/or death, which can occur by natural causes or activities of other persons, animals or third parties, either as a result of negligence or because of other reasons.
- Goods offered for sale shall be locally-grown agricultural products, grown or produced by the vendor, and limited to the following:
  - farm products including fruits, vegetables, mushrooms, herbs, grains, legumes, nuts, shell eggs, honey or other bee products, flowers, nursery stock, livestock food products (including meat, milk, yogurt, cheese and other dairy products), and seafood (farm raised or harvested from the wild).
  - products processed in a properly permitted and inspected kitchen, including baked goods, jams and jellies, canned vegetables, dried fruit, syrups, salsas, salad dressings, flours, coffee, smoked or canned meats or fish, sausages, or other forms of prepared food products; or
  - non-food products, such as cookbooks related to the food being sold, and wool (prepared for sale but not crafted into other items).

The Development Department may approve products not expressly listed above on a case-by-case basis; however, limitations may be imposed to prevent a Town Square Produce Vendor from operating a flea market, garage sale, or consignment sale.

# TOWN OF COLLIERVILLE

## Town Square Produce Vendor Permit Application

Planning Division  
500 Poplar View Pkwy  
Collierville, TN 38017

Telephone: (901) 457-2360  
Fax: (901) 457-2354  
Website: [www.collierville.com](http://www.collierville.com)



The Vendor is responsible for completing this application. Such application shall then be submitted to the Planning Division for review. Such approval must be granted, and a Town Square Produce Vendor Permit issued, prior to the sale of any products.

Name of Vendor \_\_\_\_\_

Address \_\_\_\_\_

Day Phone # \_\_\_\_\_ Night Phone # \_\_\_\_\_

Dates of sale From \_\_\_\_\_ To \_\_\_\_\_

Weekday Hours From \_\_\_\_\_ To \_\_\_\_\_

Saturday Hours From \_\_\_\_\_ To \_\_\_\_\_

Sunday Hours From \_\_\_\_\_ To \_\_\_\_\_

Description of Goods for Sale \_\_\_\_\_

Description of Vehicle or Stand \_\_\_\_\_

Name of participants \_\_\_\_\_

**AGREEMENT:** The undersigned hereby agrees to abide by the applicable guidelines:

*As the applicant, for myself and all participants/vendors, I have received and read the Administrative Guidelines and Procedures and agree to abide by the policies and procedures as set forth. I understand that a valid permit only allows me to sell on the South Side of the Square (North Rowlett's spaces closest to Main Street). I understand that failure to comply with all applicable guidelines and ordinances may result in the revocation of the Town Square Produce Vendor Permit.*

Applicant's Printed Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### For Development Department Use Only:

Development Department Decision on Application (date: \_\_\_\_\_):

- Approved
- Disapproved (reasons explained below)
- Approved, with Conditions (noted below)

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Peer Review By: \_\_\_\_\_

Date: \_\_\_\_\_