



APPLICATION FOR TRANSIENT RETAIL BUSINESS LICENSE – EVENT SPECIFIC LICENSE

Transient retail businesses operating as part of an organized event, including special events, farmers' markets, and similar activities, shall be required to obtain a Transient Retail Business License. The event organizer has the option of utilizing this form to apply for transient retail business licenses for vendors at their event.

A license shall be issued to the business operator, and a single license shall authorize the operation of that vendor's stand or sales location at the specified event. Licenses are non-transferrable and do not authorize the transient retail business use at other locations or events. There is a five (5) business day processing period.

A transient retail business license fee of \$10 per vendor (not to exceed \$300) shall be submitted with the application. Applications will not be processed until all information, and the required fee, are provided. The event organizer shall have the option of adding additional businesses to this application after initial submission, so long as the required information and fees are provided.

Once licenses are issued, the event organizer shall be responsible for distributing such licenses to businesses and vendors operating at the event.

Event Information

Type of Event

☐

Special Event (separate registration must be submitted to the Township)

☐

Farmers' Market

☐

Other (please specify): _____

Event Location: _____

Date(s): _____

Event Organizer Information

Name _____

Address (Street) _____

City _____ State _____ ZIP _____

Telephone: (cell) _____ Landline _____

Email: _____

Responsible Party Contact Information (if different from Event Organizer)

Name _____

Address (Street) _____

City _____ State _____ ZIP _____

Telephone: (cell) _____ Landline _____

Email: _____

Transient Retail Business Acknowledgment

As the applicant/event organizer, I acknowledge responsibility for ensuring that all transient retail businesses operating at the named event are properly licensed with the Township and will agree to provide the responsible party for such businesses with a copy of the operational standards listed below.

Initials: _____

The following requirements apply to all transient retail businesses:

1. The Transient Retail Business License shall be conspicuously displayed so that it is visible to customers at the vendor's stand, booth, tent, or other sales location during all hours of operation.
2. The business shall operate only at the location approved in the license.

3. The license holder shall maintain the vendor area in a clean and sanitary condition.
4. The license holder shall properly dispose of all trash and waste generated by the operation.
5. No transient retail business shall obstruct any sidewalk, street, emergency access route, or fire lane. Transient retail businesses shall be permitted within a public street right-of-way, during periods when the street has been temporarily closed by the Board of Supervisors for a special event, and where permission has been granted by the event organizer.
6. The license holder shall maintain a list of all employees, agents, or representatives conducting business within the Township under the authority of their license. Such list shall include the individual's name, permanent address, and contact information. The license holder shall provide this information to the Township or to law enforcement officials upon reasonable request.

Transient Retail Business Information

Required information for each transient retail business operating at the above-named event shall be provided on the attached forms. If a vendor already has an annual Transient Retail Business (TRB) license or Mobile Food Vendor License, the license number must be provided.

Number of Transient Retail Businesses/Mobile Food Vendors Operating at the Above-Named Event: _____

Number of Vendors with Annual TRB or Mobile Food Vendor License: _____

I certify that I have submitted complete business information for all vendors participating in the above-named event, including those that hold a valid annual Transient Retail Business license or Mobile Food Vendor license.

Initials: _____

A license fee of \$10 is required per transient retail business/mobile food vendor, except those with an annual license. Total fee shall not exceed \$300.

Required Fee: _____

By signing, you certify that the information provided is true, and that you acknowledge receipt of the rules and regulations and agree to abide by them in full.

Applicant Signature

Date

Township Use Only

Date Complete Application Received	
Number of Vendors Licensed	
Event/Location Permitted	
Date(s) Licenses are Valid	
Comments: 	

EVENT SPECIFIC TRANSIENT RETAIL BUSINESS INFORMATION FORM

Business/Vendor Name: _____

Annual License Number (where applicable): _____

Owner/Responsible Party: _____

Address (Street) _____

City _____ State _____ ZIP _____

Telephone: (cell) _____ Landline _____

Email: _____

Description of Goods or Services to be Offered for Sale: _____

Business/Vendor Name: _____

Annual License Number (where applicable): _____

Owner/Responsible Party: _____

Address (Street) _____

City _____ State _____ ZIP _____

Telephone: (cell) _____ Landline _____

Email: _____

Description of Goods or Services to be Offered for Sale: _____

Business/Vendor Name: _____

Annual License Number (where applicable): _____

Owner/Responsible Party: _____

Address (Street) _____

City _____ State _____ ZIP _____

Telephone: (cell) _____ Landline _____

Email: _____

Description of Goods or Services to be Offered for Sale: _____

Business/Vendor Name: _____

Annual License Number (where applicable): _____

Owner/Responsible Party: _____

Address (Street) _____

City _____ State _____ ZIP _____

Telephone: (cell) _____ Landline _____

Email: _____

Description of Goods or Services to be Offered for Sale: _____
