

# APPLICATION FOR ITINERANT VENDOR PERMIT



## Village of Manchester, Vermont

PO Box 482  
Manchester, VT 05254-0482  
(802) 362-1515  
villageofmanchester.com

**THIS APPLICATION MUST BE RECEIVED 45 DAYS PRIOR TO  
THE START DATE**

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Start Date and End Date (shall  
not exceed six month): \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Employees: \_\_\_\_\_

Other Permits Required: \_\_\_\_\_

Supervisory Contacts:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Cell: \_\_\_\_\_

Describe Product, Merchandise, Wares or Services:

Describe Parking, Vehicle & Pedestrian Control:

Describe Lighting or Other Visibility Concerns/Issues:

Describe Signage to be Used\*:

\*One sign not to exceed six square feet, it may be two sided, displayed only during open hours, stored out-of-sight when the business is closed, no lighting, in a consistent location, but not in the right-of-way.

Additionally,

- Lettering with a historic precedent is preferred. Lettering, which is bold, harsh, and "trendy" is discouraged.
- An appropriate logo or artwork may be incorporated.
- Subdued colors are preferred.

**This application is not complete without the following.**

**Certificate of Insurance.** A Certificate of Insurance naming the Village of Manchester an additional insured shall be required. Minimum accepted coverage shall be \$1,000,000 of public liability insurance from an insurance carrier licensed to do business in the State of Vermont, or such other amount as determined by the Village Trustees.

**Fee of \$50.00**

**A copy of the issued/approved permit shall be always on-site while the permitted use is occurring.**

By my signature below, I attest that as an Itinerant Vendor I will be conduct my buisness in accordance with all Village of Manchester Ordinances, Bylaws and Regulations.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:  Approved with Conditions:  Denied:

Conditions/Comments:

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

Village of Manchester, Administrative Officer