

## **Guidelines for Licensed Transient Merchants (Vendors)**

ALL Transient Merchants (Vendors) are required to obtain a Solicitor Permit from the Clerk's Office prior to selling. The cost is \$25 / year. The cost for renewal of that permit is \$15.00. There is a 72-hour hold on the application to allow time for a background check to be completed as required by ordinance Sec. 4-206.

### **Parks**

In general, vending is not allowed in parks. Vending may be allowed as part of an approved event.

### **Streets**

Vending is allowed on public streets or sidewalks as long as it does not impede or inconvenience the public use of the street or sidewalks. A police officer's judgment, exercised in good faith, shall be conclusive as to whether the area is congested and the public impeded or inconvenienced.

### **Events**

Vending may be allowed at special events held in the City of Neenah. The event organizer **MUST** approve event vendors. The following is a list of some events held in the City of Neenah and the event organizers contact.

- Streetball – Mission Basketball Academy, Inc. 920-423-3575
- Shattuck Park Concert Series – Future Neenah, Inc. 722-1920
- July 4<sup>th</sup> CommunityFest – Neenah Parks & Recreation 886-6060

Event Organizers are required to obtain a Solicitor Permit Application (Blanket) for Event Organizers listing vendor names, addresses, contacts, phone numbers and description of goods or services. If the event organizer is Non-Profit, they are exempt from the fees. For Profit Event Organizers are required to pay the \$25 / year fee or \$15 / year renewal fee. Event Organizers are responsible to conduct a background check on all vendors as required by ordinance Sec. 4-206.