

Peddler/Vendor License Application	
<p>Applicants: submit documentation required for your activity according to the listing on the back of this form.          If additional space is required to complete the questions below, attach extra sheets as needed.</p>	

2 Address of organization, business, or person: \_\_\_\_\_

8	Category of product or service to be provided ( <i>circle one</i> ):	Sparkling Devices	Door-to-Door Sales
	Food Truck      Ice Cream Truck      Flowers/Balloons	Other ( <i>specify</i> ):	

10 Term of license sought (circle one): 1-3 day                      3 months                      6 months                      1 year  
(does not apply to sparkling device sales)

11 Preferred license effective date:

13 Is this private property?	<input type="checkbox"/> YES <input type="checkbox"/> NO	14 If yes, name of owner:
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16 Will you be taking pre-orders or prepayment for food, goods, or services to be delivered at a later date or time? 🍷

17 If yes to 16, how will items ordered be delivered?

☐ YES ☐ NO If yes, a \$2 million liability policy naming the Town of Moreau as additional insured is required.

20 Does any operator or staff member have a misdemeanor or felony conviction? ☐ YES ☐ NO

Exemptions
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The following are exempt from **applying and paying** for a Town of Moreau Peddler/Vendor License:

- Youth organizations and sales activities performed by children ages 16 or under.
- Any sales conducted pursuant to statute or by order of any court.
- by the vendor's farm, garden, or orchard.
- Sales of milk, baked goods, heating fuel, laundry, and daily newspapers.
- Sales where the solicitor has the express invitation of the person being sold to.
- Garage sales.
- Sales of firewood from wood harvested on site.

- Veterans; fraternal or charitable organizations; volunteer firemen's associations; religious, civic, or service groups; or other nonprofit organizations or associations.

## Items to be Submitted

### For all:

- ☐ Current photo ID for any operator or staff member who will be on site during operations.
- ☐ Proof of NYS Certificate of Authority to collect sales tax, or proof of exemption.
- ☐ ☞ If taking prepayments, a minimum \$1,000 bond is required to ensure delivery.\* (see note below)
- ☐ Δ If private or public sales will take place at a Town of Moreau recreation area, a \$2 million liability policy naming the Town of Moreau as Additional Insured is required.

\* Amount of required bond to be determined based upon anticipated pre-order sales collected.

### If a vehicle is used in connection with sales (food truck, ice cream truck, door-to-door sales):

- ☐ Current, valid drivers license for anyone operating the vehicle
- ☐ Abstract of Driving Record for each vehicle operator (may not be more than 7 days old when submitted).
- ☐ Proof of vehicle registration ☐ Vehicle license plate number: \_\_\_\_\_
- ☐ Proof of valid vehicle insurance with \$1 million liability coverage per occurrence
- ☐ \$2 million general liability insurance policy naming the Town as Additional Insured.
- ☐ Ice cream truck operators: describe precautions taken to ensure child safety near your vehicle:  
\_\_\_\_\_

### Door-to-Door Peddlers

- ☐ Copy of the results of a background check performed no more than 3 months prior.

### Food/Refreshment Vendors

- ☐ Copy of a Saratoga County Department of Health Permit.
- ☐ A \$100 retainer to ensure site clean-up after sales end (ice cream trucks exempt from this requirement).
- ☐ \$2 million general liability insurance policy naming the Town as Additional Insured.
- ☐ Describe measures taken to ensure all trash is contained and removed from sales site.  
\_\_\_\_\_

### Sparkling Device Vendors

- ☐ Proof of New York State Sparkling Devices Certification ☐ A \$100 retainer to ensure site clean-up after sales end
- ☐ Proof of current liability insurance in an amount of \$1 million per occurrence & \$2 million aggregate naming Town as Additional Insured
- ☐ A site plan drawing indicating the location of: parking, shelter, temporary fencing, tables, exits, fire extinguishers

### For Office Use Only

Application Date: \_\_\_\_\_  
Additional Documents Required: \_\_\_\_\_

Fee collected: \_\_\_\_\_

Date of license issue: \_\_\_\_\_

License effective dates: \_\_\_\_\_

Follow-up Contact Date(s): \_\_\_\_\_

License number: \_\_\_\_\_

Date of review by BPD: \_\_\_\_\_

Processed by?: \_\_\_\_\_

BPD follow-up required?: \_\_\_\_\_

Notes: \_\_\_\_\_

Fire Marshall Inspection: \_\_\_\_\_

Bond amount set (if applicable): \_\_\_\_\_