



Sunday Streets SF 2024 Vendor Guidelines

ABOUT

Sunday Streets is a program of the nonprofit Livable City, presented in partnership with SFMTA, SFDPH, and the City and County of San Francisco. Sunday Streets' mission is to:

- Create temporary open spaces and recreational opportunities where it's needed most
- Encourage healthy eating and active living
- Foster community-building
- Inspire people to think about their streets as public spaces

This policy is part of Sunday Streets SF Program Guidelines, created to maintain public safety and the integrity of the program's mission. We thank you in advance for investing in San Francisco by participating in Sunday Streets SF and observing this policy and all other policies outlined in Sunday Streets Program Guidelines.

VENDOR RESPONSIBILITIES

Vendors assume responsibility for the following:

- Fulfilling all of the requirements set out in these Vendor Guidelines and any other applicable Sunday Streets Program Guidelines
- Procuring and supervising all required staff, equipment, and/or facilities, such as water or electricity generation
- Liability for all of their own staff and equipment and assume responsibility for all rental equipment upon check-in
- Setting up a professional display and/or service counter including but not limited to branded signage, table coverings, and a printed menu for food service. After setup, vendors are expected to maintain the cleanliness of their booth and the immediate area around it.
- **FOOD VENDORS** - submitting all required permit application materials by the deadlines provided and bringing all required equipment for food service and 3-bin disposal system

APPLICATION

[Vendor Applications](#) must be submitted online. **Applications will not be accepted by phone.** Applications are reviewed on a first received, first processed basis, and do not guarantee booth activations at the event.

You will receive a confirmation email within three to five business days after submitting an application. Applications will not be accepted after the [registration deadlines](#). **Failure to respond in a timely manner and complete action items required will result in a cancellation of your application.**

Sunday Streets | Livable City

66 Mint St, 2nd Floor. San Francisco, CA. 94103

SundayStreetsSF.com | LivableCity.org | (415) 344-0489



ELIGIBILITY

Each Sunday Streets event has a curated marketplace to showcase and uplift neighborhood-based and/or culturally important small business for that community. In pursuit of these goals, Sunday Streets will prioritize small business vendors who have a registered business in the corresponding neighborhood for the event.

Vendors can get a waiver on this requirement if they are sponsored by a neighborhood-based business and conduct sales in front of the sponsoring business' brick and mortar.

BRICK AND MORTAR GUIDELINES

Businesses can conduct the following activities in the parking lane of their business and do not need proof of insurance or a seller's permit:

- Place outdoor seating and dining tables
- Host a "sidewalk sale" in the parking lane of the street provided the product is is not Prohibited Merchandise
- Put out a display table, provided the product is is not Prohibited Merchandise
- Host local, non-corporate vendors, provided the products are not Prohibited Merchandise

Brick-and-mortar businesses are encouraged to fill out an [Exhibitor Application](#) to be included in the event activity guide.

REGISTRATION FEES

Vending registration fees are \$45 per business, and does not include equipment.

Registration fees are non-refundable and due upon receiving a vendor confirmation.

Vendors who identify with the following statements should reach out to sundaystreets@livablecity.org to request a registration fee waiver:

- Business operation is based in San Francisco
- BIPOC, LGBTQ+, women, people with disability, (im)migrant, or worker-owned small businesses
- Business typically underrepresented at a local marketplace

EQUIPMENT

Sunday Streets vendor registration **DOES NOT INCLUDE** equipment. Vendors can rent equipment from Sunday Streets at the rates below **or** bring their own equipment at no additional charge.

Rental rates include delivery to the booth, setup, and breakdown. **No season discounts or fee waivers are available for equipment rentals.**

Vendors with their own tents are required to bring weights for each leg of the tent. Each weight should measure at no less than 30 lbs for public safety. Sunday Streets will not have extra weights onsite.

Sunday Streets | Livable City

66 Mint St, 2nd Floor. San Francisco, CA. 94103

SundayStreetsSF.com | LivableCity.org | (415) 344-0489

Sunday Streets Equipment Rental Rates <i>Rental rates include delivery to the booth, setup, and breakdown.</i> <i>No season discounts or fee waivers are available for equipment rentals.</i>		
Canopy Tents	Tables	Chairs
\$225/Tent	\$35/Table	\$10/Chair
10'x10' white tent INCLUDES weights	6' long folding table DOES NOT INCLUDE coverings	Plastic folding chair

PROHIBITED MERCHANDISE

The sale of alcohol, tobacco, or cannabis products is strictly prohibited at Sunday Streets. Additionally, Sunday Streets will not accept goods vendors who sell products that are deemed to be in conflict with the promotion of sustainable transportation, including but not limited to car companies, fossil fuel, and products that contribute to environmental degradation.

SELLER'S PERMIT & INSURANCE REQUIREMENTS

All vendors must provide a San Francisco Business Account Number (BAN). Food vendors must provide an endorsed certificate of additional insured that meets the [Sunday Streets Insurance Requirements](#) along with other permit materials.

FOOD & BEVERAGE VENDORS

All Sunday Streets food vendors must complete permit applications as required by SFDPH and SF Fire and meet all requirements set by these agencies. Failure to submit required paperwork by the deadlines provided will result in cancellation of your vending space. **Failure to bring all required equipment (including fire extinguisher for food setup) and necessary facilities for your onsite operation will forfeit your vending space on event-day and no refunds will be issued.**

CLEAN UP

Sunday Streets is a waste-free event. A three-bin waste system (landfill, recycle, compost) is REQUIRED FOR FOOD VENDORS and highly recommended for any vendor who might create trash onsite. You will need to sort all refuse if you wish to dispose of them in Sunday Streets waste bins.

Please review the [Zero Waste Checklist For Events](#) before Sunday Streets to understand how to properly dispose of your trash.

VEHICLES - DROP-OFFS & PARKING

No parking is permitted on the Sunday Streets route and no designated parking is provided. Please plan accordingly by having extra staff or volunteers to spot equipment and provide yourself extra time to find parking.



Vendors are encouraged to review and follow all instructions for vehicle load-in time, location and safety guidelines sent to you via email prior to the event. **Important Note:** Staff and volunteers may have updated instructions for you once onsite. Please follow the updated instructions and extend patience to the team helping get everyone into the streets safely and as efficiently as possible.

CANCELLATION, REFUND, & NO SHOW POLICY

Registration fees are non-refundable and due upon receiving a vendor confirmation.

Vendor cancellations must be received in writing **at least ten (10) business days** prior to the event to receive a refund for equipment rentals. Vendors must send an email to sundaystreets@livablecity.org in order to cancel their attendance.

If no notification of cancellation is received, it is assumed that vendors will be attending as planned. If a vendor does not notify Sunday Streets about their cancellation by 9 AM on event-day, they will be considered a no-show. No-show vendors will be disqualified from participating in future events.