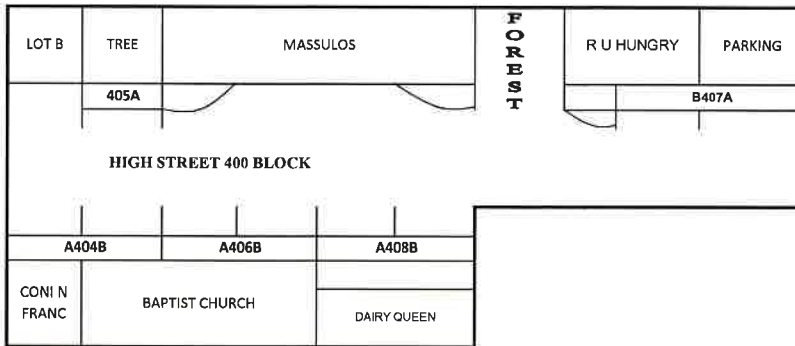
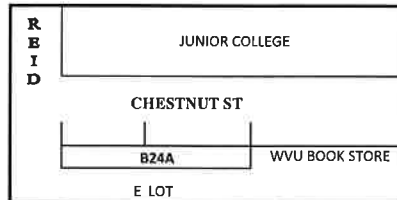
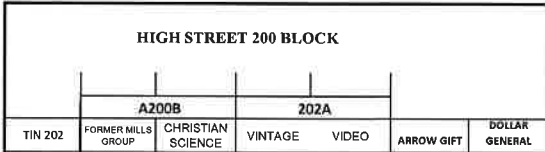




Morgantown Parking Authority

**DOWNTOWN FOOD TRUCK VENDOR PARKING
AVAILABLE SPACE ARE LISTED BELOW**



NAME OF BUSINESS : _____

PHONE NUMBER : _____

- MUST PRESENT HAWKERS/PEDDLER LISCENSE TO BEGIN APPLICATION PROCESS EACH YEAR.
- SPACES MAY BE PURCHASED WEEKLY.
- SPACES MUST BE PAID IN ADVANCE BY CASH, CHECK, VISA, MASTERCARD OR DISCOVER.
- ONCE THE RESERVED SPACE TIME HAS EXPIRED YOU HAVE UNTIL TUESDAY OF THE FOLLOWING WEEK TO RESERVE THE SPACE AGAIN OR IT WILL BE SOLD TO ANOTHER VENDOR IF THEY DESIRE THAT SPACE.
- PARKING SPACES MAYBE SUBJECT TO CHANGE DUE TO:
*CONSTRUCTION OR MAINTENANCE BY BOARDERING PROPERTIES OR UTILITIES.
*SNOW EVENTS (WHICH COULD TEMPORARILY RESTRICT SPACES).

SIGNATURE : _____ DATE: _____

Downtown Truck Vending - Commercial Assistance Memo



The City of Morgantown has established the rules and regulations for registering truck vendors, businesses that utilize public parking spaces for commercial use, in the downtown district to help reduce pedestrian congestion and increase safety on downtown sidewalks between the hours of 11:00 pm and 6:00 am.

What are the rules?

City of Morgantown Code 361.09 has been created to manage truck vending in the downtown between the hours of 11:00 pm and 6:00 am. Truck vendors will be allowed to register for an approved parking not located within the 300 block of High Street (from Fayette Street to Walnut Street) or along the Courthouse Plaza on High Street when meters are bagged, or any parking space that has a bagged meter, except for one designated for a registered vendor parking place. Parking spaces that are authorized will be determined by attached Downtown Nighttime Mobile Vending maps (parking spaces located in red will not be registered by Parking Authority). Maps will be updated annually in November to determine allowable parking spaces for the upcoming year. Registration will be through the Morgantown Parking Authority, which will be responsible for the bagging of the meter 2-hours before vendors can locate into the parking space. Parking spaces will be available on February 1 of each year for registration on a first come, first serve basis. Each space can be registered on a weekly schedule for the upcoming year.

What are my responsibilities?

As a truck vendor, your responsibilities include:

1. Obtain a Hawker Peddler License through the Morgantown Finance Department
2. Register and pay for a requested parking space at least one week in advance.
3. Remove all litter or garbage within the public right-of-way and resulting from the vendor's sales, for a distance of fifty (50) feet of their assigned parking space.
4. Pay Business and Occupation Taxes on a quarterly basis

It is the responsibility of the truck vendor or owner to have their vehicle inspected by the Morgantown Fire Marshall's office prior to locating at the registered parking space.

Cost

Parking spaces can be registered for \$14 each day (11:00 pm to 6:00 am). If three consecutive days (11:00 pm to 6:00 am) are registered, the cost will be \$13 each day.

Who enforces these rules?

The Morgantown Police Department will enforce laws regarding Code 361.09 for truck vendor that are not in a registered parking space in downtown Morgantown, or if the truck vendor is not correctly licensed with the City Finance Department. The Finance Department will enforce the payment of Business and Occupation Taxes to be collected on gross sales.

What happens if I don't follow these laws/rules/regulations?

Violators of this section shall be subject to a fine of five hundred dollars (\$500.00).

Who do I contact if I have questions?

Contact the Morgantown Parking Authority for questions on registering for vendor parking spaces at 304-284-7435.

Contact the Morgantown Finance Department on business licensing for truck vending at 304-284-7417.

Contact the Morgantown Fire Marshall's Office for vending truck inspections at 304-284-7480.

Authorization:

A handwritten signature in blue ink, appearing to be 'M. M.', is written over the 'Authorization:' text.