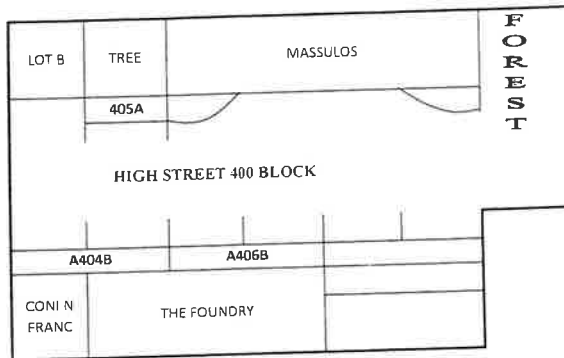
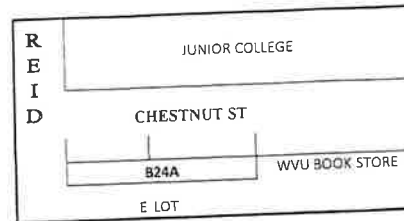
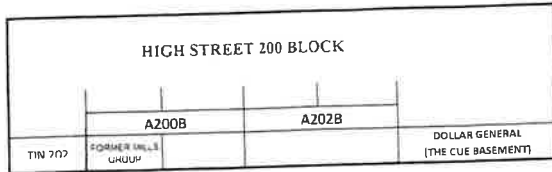




Morgantown Parking Authority

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



NAME OF BUSINESS : _____

PHONE NUMBER : _____

- ☐ MUST PRESENT HAWKERS/PEDDLER LICENSE(yearly) AND YOUR VALID HEALTH DEPARTMENT PERMIT (renewed every 2 weeks) TO BEGIN APPLICATION PROCESS.
- ☐ ONLY A VENDING APPARATUS MAY OCCUPY THE PERMIT AREA. (a food truck, or trailer without attached vehicle. Operators may park a trailer in the area for vending and remove the towing vehicle to another available parking area).
- ☐ SPACES MUST BE PURCHASED ON A MONTHLY BASIS. **NO REFUNDS**
- ☐ SPACES MUST BE PAID IN ADVANCE BY CASH, CHECK, VISA, MASTERCARD DISCOVER AND AMERICAN EXPRESS.
- ☐ **SPACES WILL BE SOLD ON A FIRST-COME, FIRST-SERVED BASIS.** ALL VENDORS MUST RENEW THEIR SPACES BEFORE THE PERMIT EXPIRES. IF SPACES ARE NOT RENEWED BY THE LAST DAY OF THE MONTH, YOU WILL RISK LOSING THE SPACE.
- ☐ PARKING SPACES MAYBE SUBJECT TO CHANGE DUE TO:
 *CONSTRUCTION OR MAINTENANCE BY BOARDING 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 pm and 6 am. Truck vendors will be allowed to register for an approved parking space not located within the 300 block of High Street 9 (from Fayette St to Walnut St) or along the Courthouse Plaza on High St 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. Registration will be through the Morgantown Parking Authority, which will be responsible for bagging the meter 2-hours before vendors can locate into the parking space.

What are my responsibilities?

As a truck vendor, your responsibilities include:

1. Obtaining a Hawker Peddler License through the Morgantown Finance Department. All applicants must include a current Health Department for their operations with their application.
2. Register and pay for a requested parking space monthly.
3. All food, trash, and recyclables must be disposed of in appropriate containers furnished by the Vendor on a regular basis during the vendor's operating times.
4. Vendors must dispose of all waste off-site.
5. The Vendor must keep the permit area clean during operating times and thoroughly at closing, disposing of all trash debris.

Vendors shall not use public trash receptacles.

6. Pay Business and Occupation Taxes quarterly.

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 spaces.

Cost

Parking spaces can be registered for \$25 per space on a monthly basis.

Who enforces these rules?

The Morgantown Police Department will enforce laws regarding Code 361.09 from truck vendors 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.

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

Violators of this section shall be subject to a fine of \$500.00

Who do I contact if I have questions?

Contact Morgantown Parking Authority @ 304-284-7435

Contact Morgantown Police Department @ 304-284-7522

Contact Morgantown Finance Department @ 304-284-7417

Contact Morgantown Fire Marshall @ 304-284-7480