



2016

SIDEWALK VENDING GUIDEBOOK

SOHO
BROADWAY
INITIATIVE

TABLE OF CONTENTS AND INTRODUCTION

Table of Contents

Introduction.....	1
Food Cart Vending.....	2
Mobile Food Truck Vending.....	3
General Vending.....	3
Illustration of Sidewalk Vending Rules.....	5
District Vending Maps.....	6



Introduction:

The SoHo Broadway Vending Guidebook is a handy resource for vendors looking to vend within the SoHo Broadway Initiative’s business improvement district, which is generally Broadway from Houston Street to Canal Street.

This Guidebook summarizes the laws that apply to vendors and brings them together in one easy to use document to help vendors operate legally within the SoHo Broadway business improvement district. The operation of a vending business is generally governed by the City’s Administrative Code (AC) and the Rules of the City of New York (RCNY). In developing this Guidebook, the Initiative looked at the Administrative Code and Rules, reviewed the NYPD Operations Order 39 of 2004 and spoke with members of the NYPD and other interested parties who are familiar with the application of these rules.

Whether you’re a first time vendor or a vendor with years of experience, this Guidebook has information you can use. The Guidebook includes a summary of the laws and rules that govern the various types of vending with illustrations of these rules and maps of the district showing where vending is generally allowed. The guidebook does not include every law/rule and in particular does not include laws/rules that are specific to disabled veteran vendors. While the guidebook is a useful resource, a vendor should measure his or her location and check the applicable law/rule to make sure he or she is in compliance.

Feel free to contact SoHo Broadway Initiative with any questions, clarifications or suggestions on how to make this guidebook better.

Sincerely,

Mark Dicus
Executive Director
SoHo Broadway Initiative





Required License/Permit

- Each food cart vendor must have a valid food vendor's license and each food cart must have a valid permit **(AC §17-307)**
- A valid food cart permit must be affixed to the cart in a conspicuous place **(AC §17-311(c))**
- A food cart vendor must conspicuously wear the valid food vendors' license while vending **(AC §17-311(b))**

- A food cart vendor must surrender the license when asked to do so by a Police Officer or other authorized City employee **(AC §17-311(a))**

Food Cart Size and Orientation Restrictions

- Food cart may not exceed 5 FEET in width and 10 FEET in length, including cart attachments and overhangs **(RCNY §6-06)**
- Food cart operating on the sidewalk must place the food cart so that the longer side is adjacent and parallel to the curb abutting the sidewalk **(RCNY §6-06)**

Food Cart Location

- Food cart must be set up no further than 18 INCHES from the curb on the sidewalk **(AC §17-315(a))**
- Food cart must be at least 10 FEET from a crosswalk or subway entrance/exit **(AC §17-315(e))**
- Food cart must be at least 20 FEET from an entrance to a building, store, or other place of public assembly as measured by the edge of the cart to the center of the doorway **(AC §17-315(d))** and **NYPD Operations Order Number 39 of 2004)**
- Food cart may not be located in bus stop or taxi stand **(AC §17-315(e))**
- Food cart may not be placed on a sidewalk that is less than 12 FEET wide as measured from the boundary of the private property to the curb **(AC §17-315(a))**
- Food cart may not lean against or touch a building or structure (e.g. scaffolding, telephone booth, fire hydrant, lamp posts, parking meters, etc.) **(AC §17-315(b))**
- Food cart must have ALL items related to the operation of the food cart in or under such food cart except for a waste container **(AC §17-315(c))** and **NYPD Operations Order Number 39 of 2004)**

FOOD CART VENDING

Amplified Sound

It is unlawful to operate any device or apparatus for the amplification of sound in a public area without first obtaining a permit from the NYPD (**AC §10-108**)

MOBILE FOOD TRUCK VENDING

Mobile Food Truck

- Each mobile food truck must be operated by a person with a valid food vendor's license and the mobile food truck must have a valid permit (**RCNY §6-01 and AC §17-307**)
- Mobile food truck may not display, sell, or offer merchandise for sale from a vehicle within a metered parking space while parking meter regulations are in effect (**RCNY §4-08(h)(8)**)



SoHo Broadway Metered Parking Regulations Schedule:

Monday - Friday — 7am-10pm (commercial and 2 hour metered)

Saturday — 8am-10pm (2 hour metered)

Sunday — Metered parking regulations are not in effect

GENERAL VENDING

Required License

- General vendor must have valid license to vend, except for those selling 1st amendment protected materials such as art or printed materials (**AC §20-453**)
- General vendor must conspicuously wear the valid vending license while vending (**AC §20-461(b)**)
- General vendor must surrender the license when asked to do so by a Police Officer or other authorized City employee (**AC §20-461(a)**)



Vending Stand Size and Orientation Restrictions

- General vendor's stand may not exceed 8 FEET in width parallel to the curb and 3 FEET in depth (**AC §20-465(b)**)

- General vendor's display, including the stand, may not exceed 5 FEET in height measured from ground level **(AC §20-465(n))**

General Vendor Stand Location

- General vendor's stand must be set up no further than 18 INCHES from the curb on the sidewalk **(AC §20-465 (a))**
- General vendor's stand must be at least 10 FEET from any driveway, subway entrance or exit, or any corner **(AC §20-465(e))**
- General vendor's stand must be at least 20 FEET from an entrance to a building, store, or other place of public assembly as measured by the edge of the stand to the center of the doorway **(AC §20-465(d) and NYPD Operations Order Number 39 of 2004)**
- General vendor's stand may not be located in a bus stop or taxi stand **(AC §20-465(e))**
- General vendor's stand may not be placed on a sidewalk that is less than 12 FEET wide as measured from the boundary of private property to the curb **(AC §20-465(a))**
- General vendor's stand may not lean against or touch a building or structure, (E.G. scaffolding, telephone booth, fire hydrant, lamp posts, parking meters, etc.) **(AC §20-465(c))**
- General vendor shall only use the area immediately beneath the surface of the display space for the storage of items for sale **(AC §10-465(n))**
- General Vendor's stand must not be placed over a utility structure such as: ventilation grill, cellar door, manhole, transformer vault, or a subway access grate **(AC §20-465 (m))**
- General vendor's stand must be at least 5 FEET from a bus shelter, newsstand, public telephone, or a disabled access ramp **(AC §20-465 (q))**

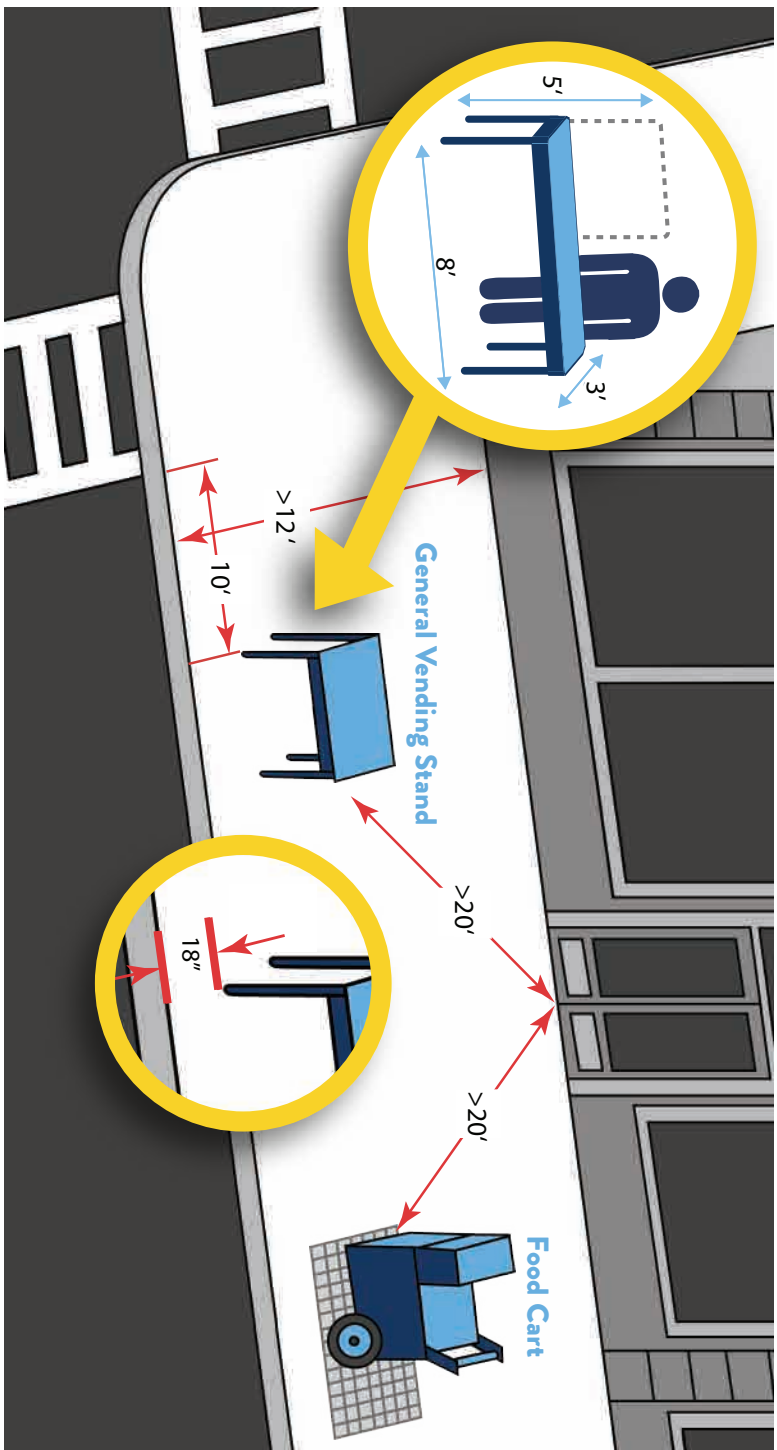
Amplified Sound

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Generator or Electricity

No general vendor shall use electricity, electrical generating equipment or oil or gasoline powered equipment of any kind **(AC §20-465 (p))**



ILLUSTRATION OF SIDEWALK VENDING RULES










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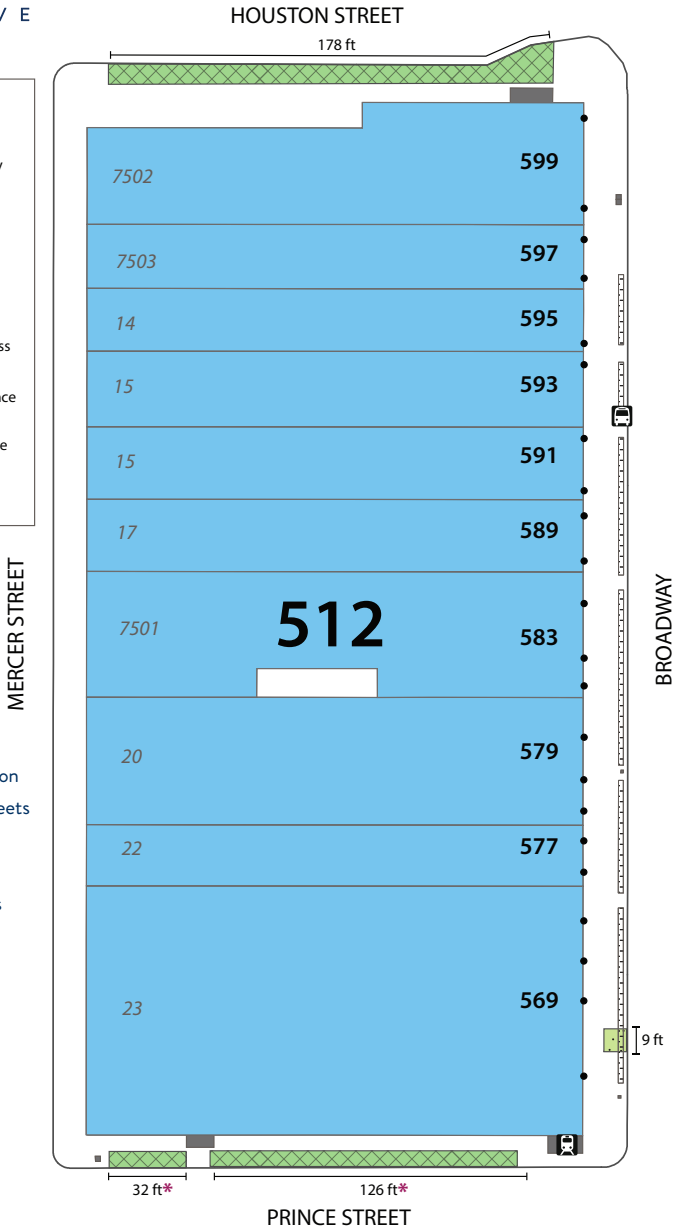
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Curb Vending Zones

-  Food Carts Only
-  All Vendors

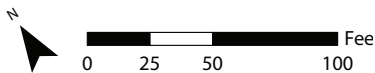
District Map

-  BID Building
- 511** Block Number
- 16** Lot Number
- 600** Building Address
-  Curb Line
-  Building Entrance
-  Structure
-  Ventilation Grate
-  Bus Stop
-  Subway Station



***Restriction:**
Vending is prohibited on Prince and Spring Streets betw. Broadway and Mercer Streets on Saturday and Sundays from 9am to 7pm.

Does not apply to veterans with special licenses.












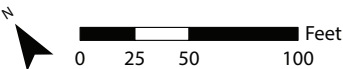
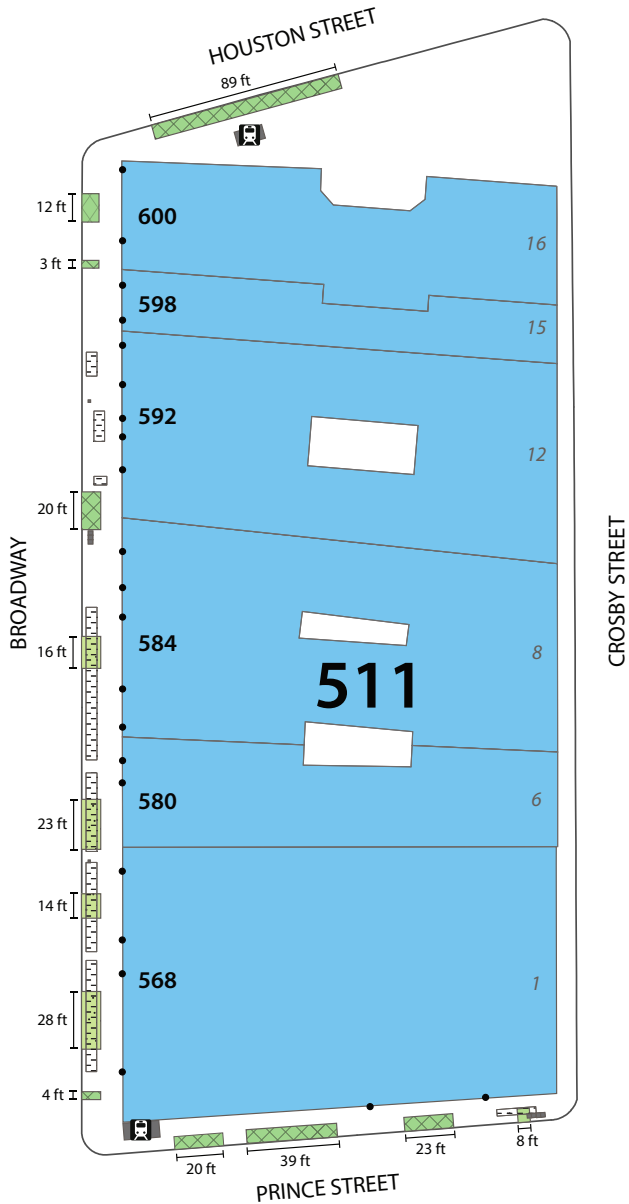
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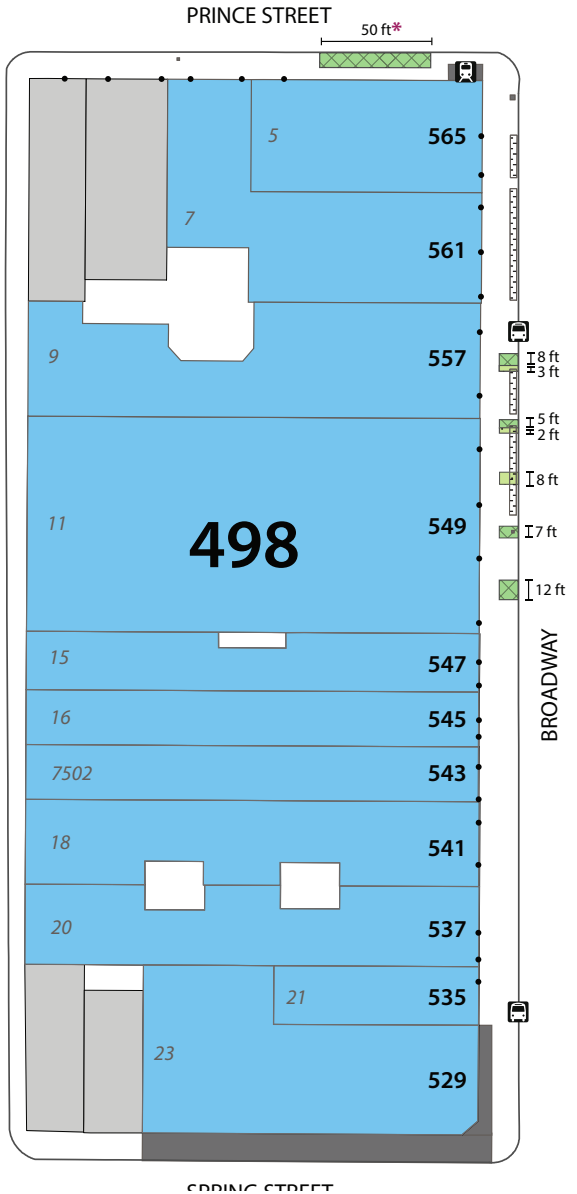
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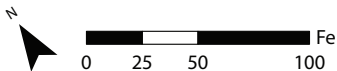
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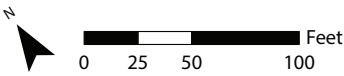
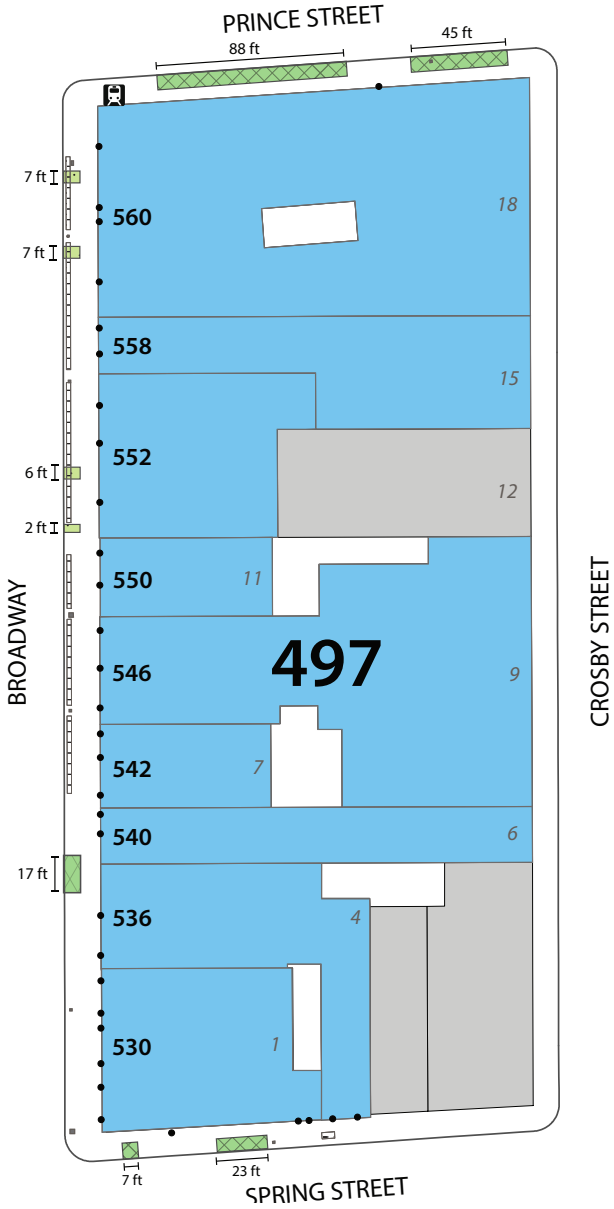
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SPRING STREET

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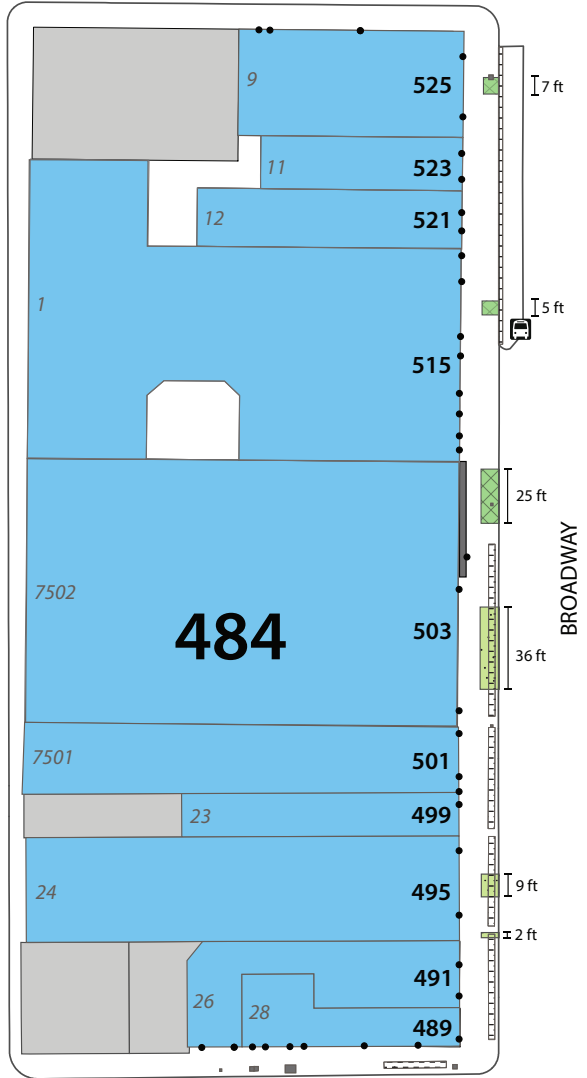
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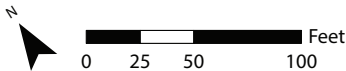
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MERCER STREET



BROOME STREET





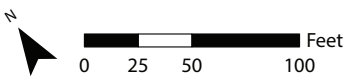
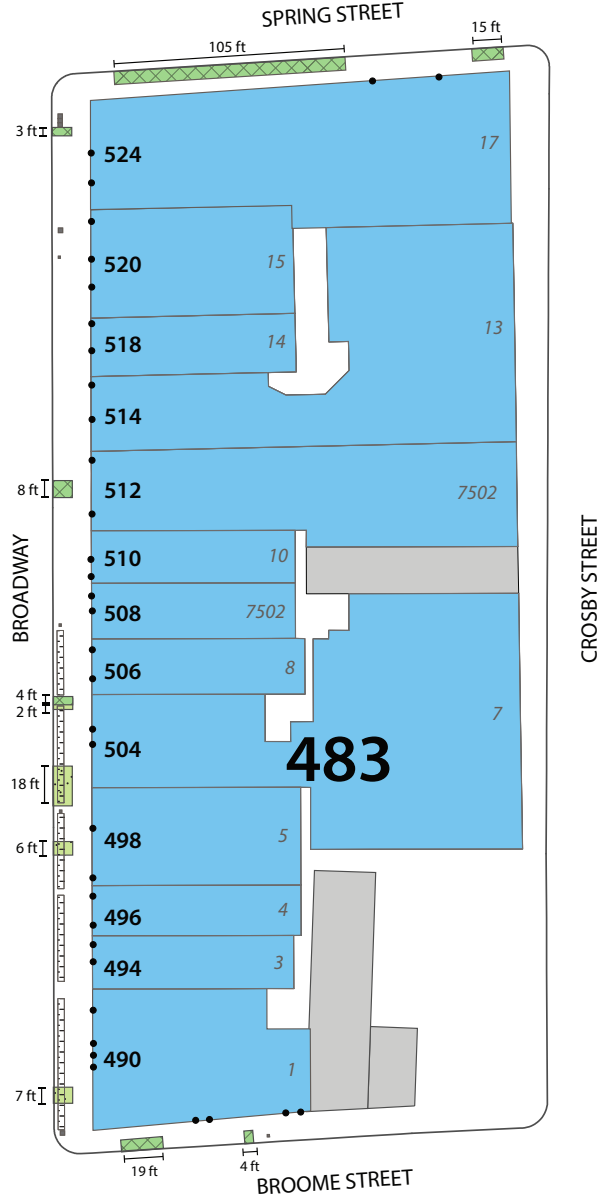
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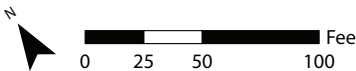
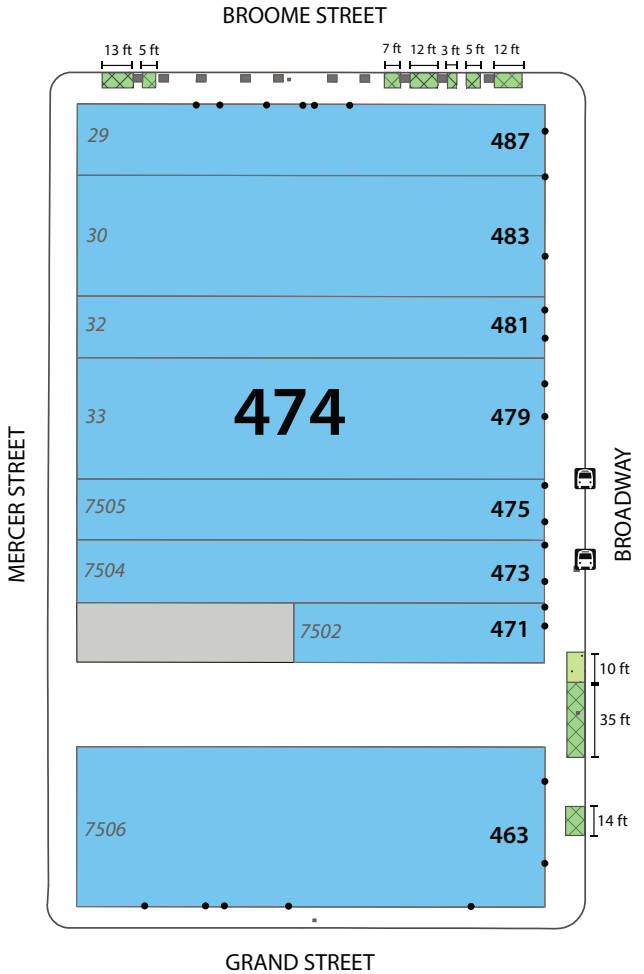
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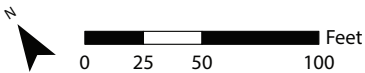
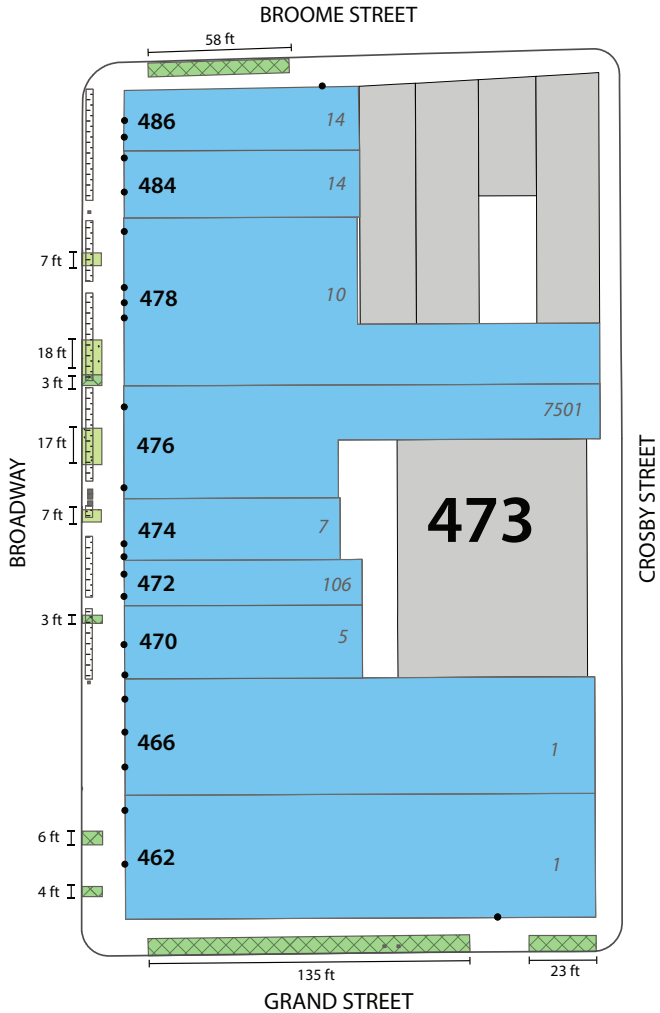
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

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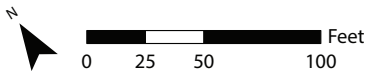
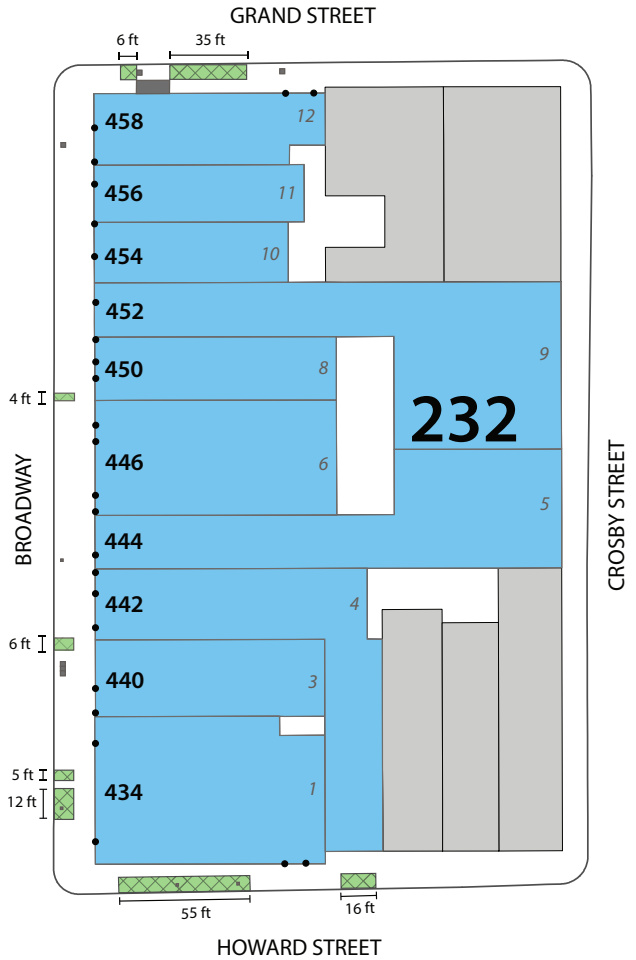
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GRAND STREET

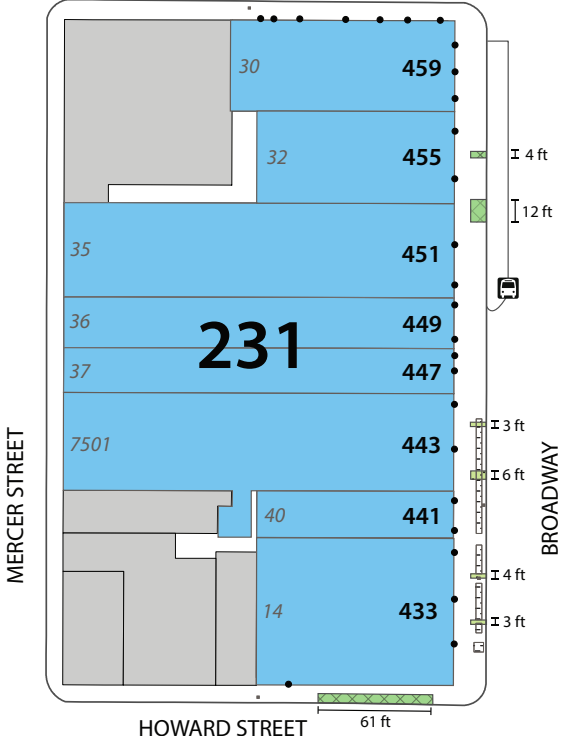
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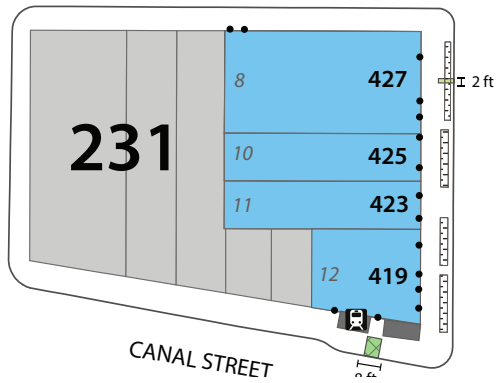
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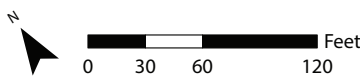
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HOWARD STREET



CANAL STREET





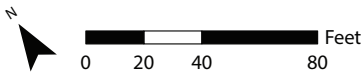
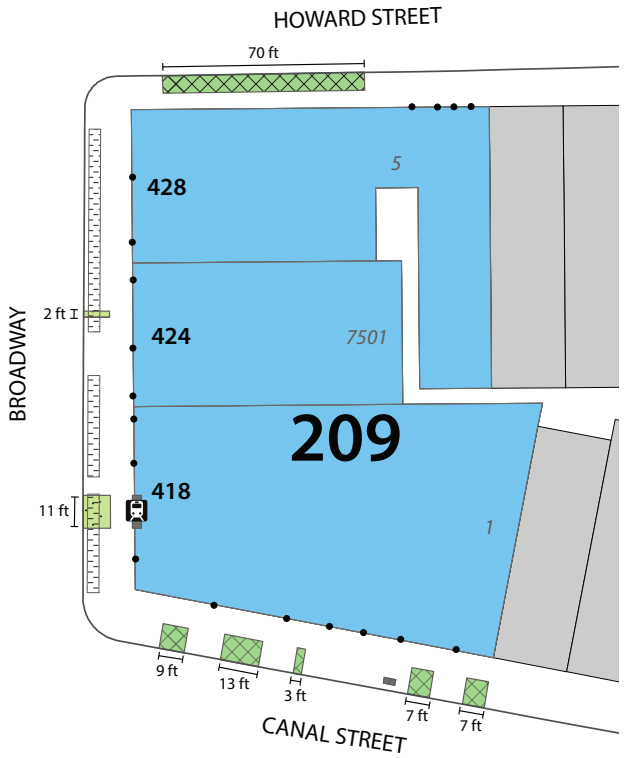
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The SoHo Broadway Initiative is a not-for-profit, tax-exempt organization that represents the business improvement district for SoHo's Broadway from Houston to Canal (the "District"). The Initiative is a public private partnership whose purpose is to foster a unique, vibrant, mixed-use district with enhanced maintenance and public safety, effective advocacy and administration, technical and professional services for its members, and strategic capital improvements. The SoHo Broadway Initiative serves those who live, work and visit the District.

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Photos: Molly Prep
Graphic Design: Peggy Low
Maps: Lauren Rennee, BFJ Planning

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