



CITY OF ITHACA
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DEPARTMENT OF PLANNING AND DEVELOPMENT

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March 9, 2023

Dear Mobile Vendor:

The City has begun accepting applications for the 2023-24 mobile vending season. Enclosed you will find the mobile vending information packet, application, term sheet, and a map of the Ithaca Commons indicating approved locations for food and retail vending. Preference will be given to returning vendors. Subsequently, locations will be approved on a first-come, first-served basis. Vending sites will be assigned for the 2023 season to begin on April 1, 2023.

The following rules apply to all vendors on the Commons:

- Vendors must keep public spaces within a ten-foot radius of their cart clean and free from paper, peelings, oil and grease spills, and refuse of any kind generated from the operation of their cart. If spills do occur, the vendor is responsible for following guidelines for the proper removal of surface stains established by the Department of Public Works
- To prevent surface stains to the Ithaca Commons, vendors will be required to place a rubber-backed mat directly beneath their cart. Rubber-backed matting is also required for the area 4' in front of the cart, and 4' behind the cart. Vendors are encouraged to use yellow caution tape around the edges of the mat to prevent tripping hazards. **Vendors that fail to keep the area clean may have their permit revoked at any time.** Any stains on the Ithaca Commons surface at the end of the season will need to be cleaned/remediated. If the vendor fails to properly restore the surface, they will be charged for the restoration and will be ineligible for any subsequent permits until payment is received.

Additional rules/requirements are listed in the enclosed information packet. Please contact me with any questions or concerns at jkusznir@cityofithaca.org.

Sincerely,

Jennifer Kusznir
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