



CHECKLIST

RIVERWALK DESIGNATED PUBLIC SPACE VENDING PROGRAM

The following documents **MUST** accompany your application before it can be processed:

- Current Picture I.D. (Texas Driver's License or Texas Department of Public Safety I.D.)
- Application for Vending Permit (completed and signed)
- State of Texas Sales Tax and Use Permit Number Date Confirmed: _____
- Photo of Items to be sold (If a photo is not provided of the item it will not be allowed to be sold)
- Letter of Insurability/Certificate of insurance Expiration Date: _____
- (\$30.00) Local background check SAPD Expiration Date: _____
- State background check IDENTGO (Receipt) Verified: _____
- Federal background check IDENTGO (Receipt) Verified: _____
- A complete list of products or services to be vended, including manufacturing information to be Included. Catalog names and numbers were products are purchased will be acceptable. Pictures of Hand-made products are preferred. Items not listed will not be permitted to be sold.

Please call 207-2725 if you need assistance in completing this application or to schedule an appointment to submit your application. If you wish to speak to someone in person regarding the application, please visit the Downtown Operations Division Office located at 400 N. St. Mary's Suite 100, Monday – Friday between the hours of 8:00 am and 4:00 pm.

Note: Incomplete applications will not be accepted.