Temporary Vending Permits for 24th / Mission Street Plazas
Application Guidelines - September 27, 2022

BART is issuing up to five temporary permits for each of the northeast and southwest plazas at the 24th St / Mission BART station, to vendors who wish to sell goods. Permits will be issued for a period from September 12, 2022 to December 31, 2022, and may be extended on a monthly basis beyond that initial time frame. The permit will allow the Permittee to vend on BART’s property at the 24th Street / Mission plaza seven days a week, during the hours of 7am to sunset.

To apply:

Step 1: Email the following information to Permits@BART.gov:

1. A completed 24th St Temporary Vending Permit application (see attachment).
2. A copy of your San Francisco Business License.
3. If you intend to sell food/drinks (see prohibited items), a copy of your permit from the San Francisco Department of Public Health. If you do not have a permit please contact (415) 252-3800 or DPH-MobileFoodFacilities@sfdph.org to process that first.
4. A copy of your valid and current photo identification such as a Consulate ID, City of San Francisco ID, California Driver’s License, California ID card or Passport.

Step 2:

1. You will receive an email from Permits@bart.gov certifying receipt and verification of the above. The email will include a BART application processing number. Upon receipt of that email please:
   a. Email to Permits@BART.gov certificate of insurance with the coverage described on the following page. Email should include application processing number so that we can match your insurance certificate to your application.
   b. Mail a check or money order in the amount of $300, payable to the San Francisco Bay Area Rapid Transit District.
2. If the initial $300 payment presents a hardship a short term payment plan may be negotiated. Make payment to the San Francisco Bay Area Rapid Transit District. Place your Permit number on the check with a note included in the envelope or on the check indicating the BART application processing number to:
   Real Estate Department, 24th St Permits
   2150 Webster St, 9th Floor
   Oakland, CA 94612
3. Permits will be issued on a first-come, first-serve basis to applicants based on receipt of completed, verified application materials as described above. BART will deposit your check if there is still space available and will notify successful applicants upon clearance of check deposit.
4. BART will email you a copy of your completed permit for signature.

What requirements does a BART permit have?

Cost: The initial permit cost shall be $300 total for the permit term or $100 per month for October, September 2022 – v3
November, and December, with any days in September provided free. This is a cost of less than $5 per day for each vendor. BART is providing a discount from its typical vending fee of $350 per month due to its interest in activating the plaza, and this cost reflects BART’s actual permit processing costs.

Physical Parameters:

- Permittees will be authorized to vend within the green areas shown in Figures 1 or 2 below, depending on whether they are permitted for the Northeast or Southwest Plaza.
- Permittees must occupy a space no larger than 10 feet by 10 feet. Space should be delineated by use of a hazard-free, open sided pop-up canopy with vertical posts. Canopy must be weighted to ensure it will not blow away. BART’s permit certificate must be displayed within the space.
- Permittees may sell items on a table, cart or other display equipment specifically approved by BART.
- BART will not provide any equipment.
- The specific location within the permitted area is on a first come, first serve basis each day regardless of when permit is issued. The Permittee is not guaranteed the same vending location each day. This is subject to change at any time by BART staff based on operational needs.
- Permits are for non-exclusive use; other events or vendors may be permitted by BART for the same time period. Additionally, BART may require vendors to vacate the plaza no more than three times during the permit period for other external uses, or at any time for BART emergency operations.
- Permittees are not authorized to impair or restrict access of the public to another permittee’s allocated space, and permittees are expected to peacefully coordinate to create an orderly space for vending and circulation.
- No utilities (electric, water, etc.) or BART employee restroom access will be provided.

Restricted Items:

- Permittee is restricted to vending only the items they describe in their application
- The following items may not be sold on BART property:
  - Alcoholic beverages, tobacco or nicotine products, cannabis/THC products, or related paraphernalia.
  - Gum, popcorn, peanuts, sunflower seeds, pistachio nuts, any other food contained within a shell, canned sodas or beverages without a resealable top.
  - Household goods such as appliances or cleaning supplies, that have been packaged for retail sale.
  - Items marked with inventory control labels, price tags, or loss prevention security tags from other stores or commercial vendors.

Detailed Insurance Requirements

1. Commercial General Liability Insurance for bodily injury (including death) and property damage which provides limits of not less than Five Hundred Thousand Dollars ($500,000) per occurrence and Five Hundred Thousand Dollars ($500,000) annual aggregate as applicable.
   A. Coverage shall include:
a. Premises and Operations;
b. Products/Completed Operations;
c. Broad Form Property Damage;
d. Contractual Liability Coverage;
e. Personal Injury Liability; Cross-Liability and Severability of Interests.

B. Such insurance shall include the following endorsements:
   a. Inclusion of the San Francisco Bay Area Rapid Transit District, its directors, officers, representatives, agents and employees as additional insured as respects to Permittee's ongoing and completed operations in connection with this Permit;
   b. Stipulation that the insurance is primary insurance and that no insurance or self-insurance of District will be called upon to contribute to a loss.

2. **If applicable to vendor’s operations**, Statutory Workers' Compensation and Employer's Liability Insurance for not less than One Million Dollars ($1,000,000) per accident to Employer’s Liability coverage for all employees engaged in services or operations under this Permit.

If you need language assistance services, please call (510) 464-6752.

Si necesita servicios de asistencia de idiomas, llame al (510) 464-6752.

如需語言協助服務，請致電(510) 464-6752。

통역이 필요하신 분은, 510-464-6752 로 문의하십시오.

Kung kailangan mo ang tulong ng mga serbisyo ng wika, paki tawagan ang (510) 464-6752.

Nếu quý vị cần dịch vụ trợ giúp về ngôn ngữ, xin vui lòng gọi số (510) 464-6752.