



**OVERTON PARK**  
CONSERVANCY

**OVERTON PARK VENDOR PERMIT APPLICATION & GENERAL GUIDELINES**

***Memphis Codes and Ordinances:***

***CHAPTER 12-84: PARK AND PARKWAY REGULATIONS***

***Section 12-84-3 - Sales and Exhibitions***

*It is unlawful for any person to expose any article for sale or exhibition in any park or parkway unless previously licensed to do so by the Division of Park Services.*

Please complete the Overton Park Conservancy Vendor Permit below and submit your application to [rentals@overtonpark.org](mailto:rentals@overtonpark.org) to move forward with the approval process.

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**Approval Process Timeline**

- Complete the Overton Park Conservancy Vendor Permit below and send both documents by mail to Overton Park Conservancy, PO Box 42189, Memphis, TN 38174, or email as attachment (preferred). Any questions? Please call our Rentals Department at 901.658.4795 or e-mail [rentals@overtonpark.org](mailto:rentals@overtonpark.org)
- Rentals Associate will review your application and contact you about your status
- Upon approval, Rentals Associate will request the \$25 annual application fee
- Once paid and approved, Vendor will receive signed agreement allowing sales in Overton Park for ONE calendar year.



## Vendor Permit Application

For more details on the Vendor Program at Overton Park, please review the Overton Park Vendor Policy. After reviewing, please complete the following application, attach it to a completed Overton Park Vendor Checklist, and send both documents by mail to Overton Park Conservancy, PO Box 42189, Memphis, TN 38174, or email as attachment (preferred). Any questions? Please call our Rentals Department at 901.658.4795 or e-mail [rentals@overtonpark.org](mailto:rentals@overtonpark.org)

### CONTACT INFORMATION

Contact Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Business Operating Certificate/License Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### VENDOR PERMIT REQUIREMENTS

*Dates Documents Received*

*For OPC Use Only*

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**A separate Vendor Permit Application for each business owner or operator**

**A separate Vendor Policy Checklist for each business owner or operator**

**Certificate of Liability Insurance (COI) naming Overton Park Conservancy and the City of Memphis as the additional insured for at least \$1,000,000 per occurrence of bodily injury or property damage**

**Copy of current Memphis and Shelby County Business License**

**List of products or services for sale and their prices**

### ADDITIONAL FOOD TRUCK REQUIREMENTS

*Dates Documents Received*

*For OPC Use Only*

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**Copy of valid driver's license for each truck owner and operator**

**Copy of Shelby County Health Department Local Mobile Food Service Permit**

**Proof of current auto insurance**

**Photo of food truck**



# OVERTON PARK Vendor Permit Checklist

Please initial by each item and attach the completed checklist to your Overton Park Vendor Permit Application.

- \_\_\_\_\_ I understand that I may only vend in Overton Park with the written approval of Overton Park Conservancy.
- \_\_\_\_\_ I understand that I may only vend in Overton Park while parked in a legal parking spot during regular park hours.
- \_\_\_\_\_ I understand that I may not block access to handicap-accessible ramps while operating my business in Overton Park.
- \_\_\_\_\_ I understand that I am responsible for any excessive clean-up and damage caused by my business, and that I will be billed at a rate of \$50 per hour for any excessive clean-up.
- \_\_\_\_\_ I understand that generator noise levels may not exceed 92 dBs as measured from a distance of 4' from my business.
- \_\_\_\_\_ I understand that the expiration of my business license, insurance, health department permit, or any other required documents will result in the revocation of my Overton Park Vendor Permit.
- \_\_\_\_\_ I understand that failure to comply with Overton Park Vendor Policy or City of Memphis Food Truck Operating Ordinances (applicable only to food trucks) will result in the revocation of my Overton Park Vendor Permit and I will not be allowed to vend in Overton Park.

By signing this Vendor Permit Checklist, I hereby certify that I have read the Overton Park Vendor Policy and fully understand and agree to abide by all of the material, rules, and policies outlined herein. I understand that failure to comply with these guidelines will result in the cancellation of my Overton Park Vendor Permit. I understand that my Overton Park Vendor Permit is not valid without the written approval of Overton Park Conservancy.

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OPC Name (Print)

\_\_\_\_\_  
OPC Signature

\_\_\_\_\_  
Date

*For OPC  
Use Only*

\_\_\_\_\_  
Date Permit Checklist Received

\_\_\_\_\_  
Date Permit Checklist Approved

\_\_\_\_\_  
Permit Expiration Date