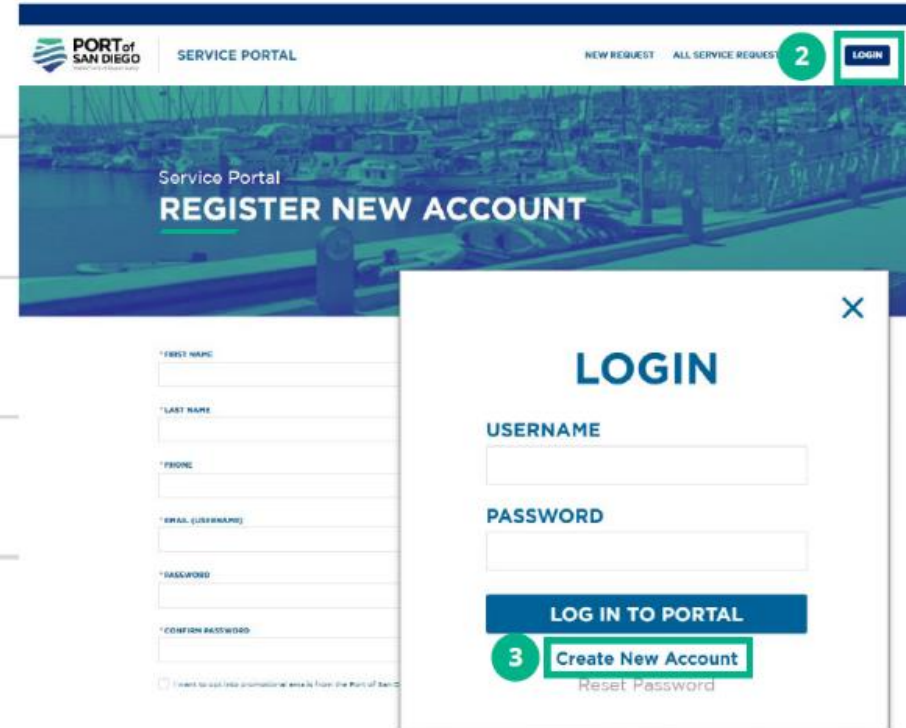


Register Account

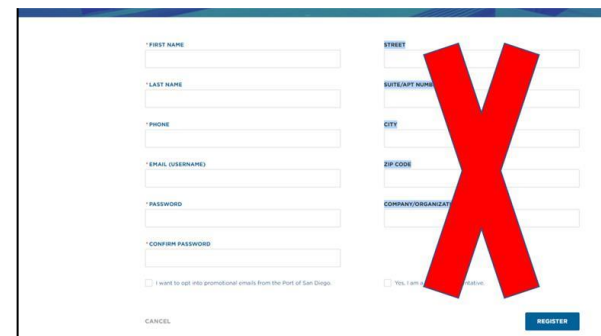
- 1 Go to the **Service Portal**:
<https://portofsandiegoserviceportal.force.com>
- 2 Click **Login** in the top right corner of the menu.
- 3 Click **Create New Account**. This will direct you to the "Register New Account" page.
- 4 Populate required details.
Click **Register**. You will stay in the portal logged in.
- 5 A confirmation **email** will be sent to the email you registered with.



*Please fill out left side only, and leave right side blank.



<https://portofsandiegoserviceportal.force.com/>



Submit a Request

1 You must first **log into** the Service Portal. You cannot submit a Park and Event permit request without registering and logging in first.

2 Click **New Request** then **Park and Event Permits**.

3 Populate **Classification** information.

Classification 2 Contacts

Event Classification

* IS YOUR EVENT ATTENDANCE OVER 100 PEOPLE?
No

* EVENT CATEGORY
Temporary Commercial Activity

* EVENT TYPE
Commercial Vending

* EVENT NAME
Vendors Name

* EVENT DESCRIPTION
Describe what type of commercial vending merchandise or food you will be selling.

NEXT

5 **Review** your submission and edit if needed.

6 Click **Sign & Submit** to review and initial Park Guidelines and sign Terms and Conditions. Upon signature, the request will be submitted as New.



4 Populate **Contact** information.

Classification ✓ ✓ Contacts

Applicant

* FIRST NAME
Joe

* LAST NAME
Smith

* EMAIL
jhotdogs@gmail.com

* MOBILE PHONE
(619) 565-1632

OTHER PHONE
(619) 446-2438

* ORGANIZATION NAME
Joes' Hot Dogs

* ORGANIZATION TYPE
Private/Family

IF OTHER ORGANIZATION TYPE, SPECIFY

Onsite Contact

- My onsite contact is the same as the applicant listed above.
- Make onsite contact the primary contact to receive notifications instead of applicant.

NEXT

Submit Documents & Payment

- 1 After submission, you can **Submit Documents & Payment** directly from the Service Portal once you are **logged in**.
- 2 Click **My Requests**. Select the **Park and Permit** tab.
- 3 Filter to Status of **Pending Documents and Payment**.
- 4 Click **Submit Documents & Payment**.
- 5 You will be directed to a new **Submit Documents & Payment** page for your request.

Request P-0003914 - October 24, 2019, 09:04 AM PENDING DOCUMENTS AND PAYMENT

Minnie's Annual Art Show

EVENT CATEGORY	EVENT TYPE	LOCATION(S)
Small	Art Show	Port Pavilion 10/31/2019, Rubocco Park 11/18/2019

4 Submit Documents & Payment
CANCEL

Event Permitting

SUBMIT DOCUMENTS & PAYMENT

Minnie's Annual Art Show

CONFIRMATION NUMBER	P-0003914
PERMIT STATUS	Pending Documents and Payment
EVENT CATEGORY	Small
EVENT TYPE	Art Show
LOCATION(S)	Port Pavilion 10/31/2019, Rubocco Park 11/18/2019

5

All required documents must be valid and complete, then uploaded to the service portal before the deadline, no exceptions to qualify for the Opportunity Drawing.

*If selected from the Opportunity Drawing, you will be notified to submit these additional requirements:

- \$35 Processing
- Certificate of Insurance

Commercial Vending Required Documentation Checklist

1. The following items must be uploaded to the service portal application to be processed. **(All required documents must be valid to participate in the Opportunity Drawing)**

	<p>Valid Photo Identification Form of valid Identification can be issued from any country or entity</p>
	<p>Business License Valid business license from the city in which the vendor will be operating</p>
	<p>List of Operating Personnel List of all persons or employees (max:5) who will be operating the commercial vending on-site along with Valid Form of Identification</p>
	<p>Commercial Vending Questionnaire Questionnaire provided via email once application has been submitted</p>

Additional Food Vending Requirements required:

	<p>Permit from the County Department of Environmental Health and Quality Valid Environmental Health Permit from the County of SD. Either the Permit to Prepackage DEHQ Cart Permit and/or Permit to Food Prep DEHQ Limited Food Prep Cart</p>
--	--

2. If selected from the Opportunity Drawing, the following additional items are required to get your approved permit:

	<p>\$35 Processing Fee Credit Card or debit payments may be made on the service portal account</p>
	<p>Certificate of Insurance Provided services on site are required to provide a “certificate of insurance” (ACORD 25) along with the Endorsement (Page 2). Insurance coverage must be in force for the duration of the event. Require minimum \$1,000,000 for personal and bodily injury, one person, and one occurrence and minimum \$2,000,000 for general aggregate. Additional insurer <u>and</u> the Certificate Holder Box on the bottom left hand corner of the certificate needs to list: San Diego Unified Port District -3165 Pacific Coast Hwy. San Diego, CA 92101</p>

Questions?

- For questions about how to use the Service Portal and the permitting process contact Parks & Recreation at vending@portofsandiego.org or 619.725.6001
- For technical assistance with your permit application, or for information about getting the additional required documents for the permit application, contact Logan Heights CDC at info@loganheightscdc.org or 619.858.0563