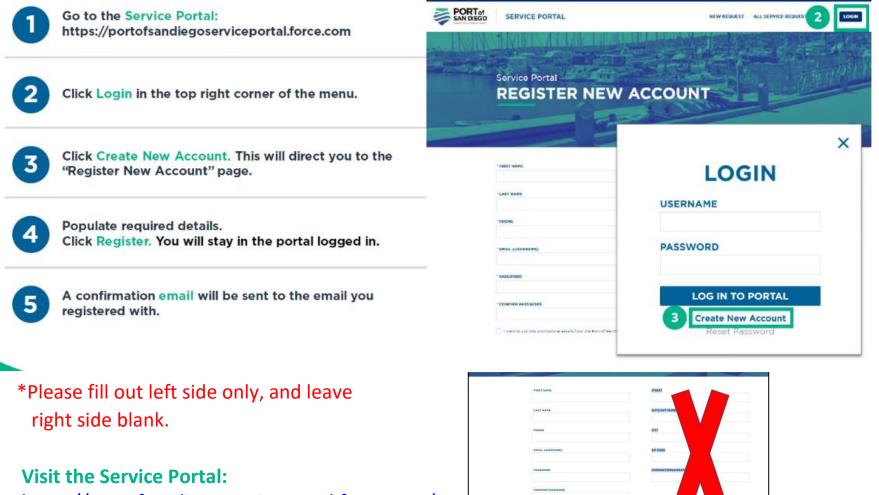
## **Commercial Vending- Service Portal User Guide**

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## **Register Account**



https://portofsandiegoserviceportal.force.com/

# Submit a Request

Click New Request then Park and Event Permits.	Event Permitting NEW PERMIT	REQUEST
Populate Classification information.		forma a tion
2 (2) .	4 Populate Contact int	formation.
Classification Contacts	Ø Ø	
Event Classification	Classification Contacts	
* IS YOUR EVENT ATTENDANCE OVER 100 PEOPLE?	Applicant	
No	* FIRST NAME	OTHER PHONE
* EVENT CATEGORY	Joe	(619) 446-2438
Temporary Commercial Activity 👻	LAST NAME	ORGANIZATION NAME
· EVENT TYPE	Smith	Joes' Hot Dogs
Commercial Vending		
· EVENT NAME	• EMAIL	ORGANIZATION TYPE     Private/Family
Vendors Name		IF OTHER ORGANIZATION TYPE, SPECIFY
* EVENT DESCRIPTION	* MOBILE PHONE (619) 565-1632	IF OTHER ORGANIZATION TYPE, SPECIFY
Describe what type of commercial vending merchandise or food you will be selling.	(0)3/ 000-1032	
	Onsite Contact	
	My onsite contact is the same as the applicant listed above.	

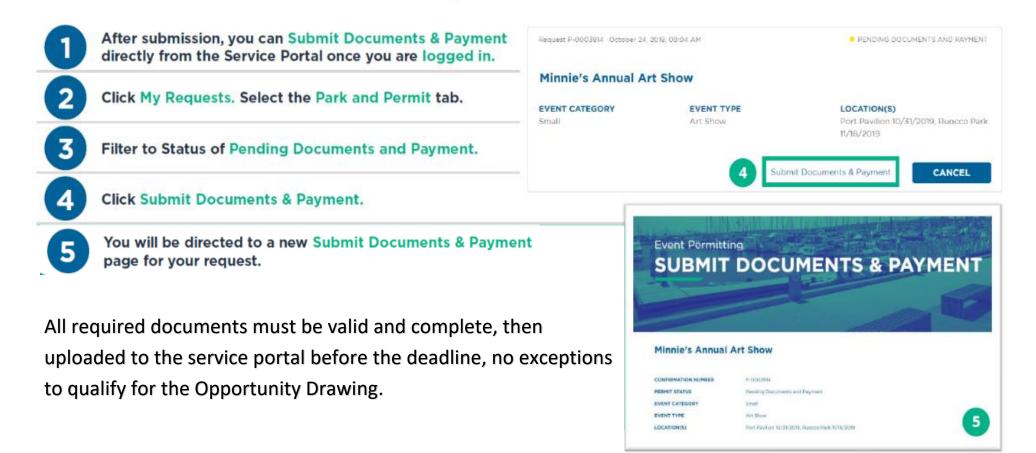
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PORT of SAN DIEGO

and sign Terms and Conditions. Upon signature, the request will be submitted as New.



# **Submit Documents & Payment**



\*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)

	Valid Photo Identification
	Form of valid Identification can be issued from any country or entity
	Business License
	Valid business license from the city in which the vendor will be operating
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
	Commercial Vending Questionnaire
	Questionnaire provided via email once application has been submitted

#### Additional Food Vending Requirements required:

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

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

\$35 Processing Fee Credit Card or debit payments may be made on the service portal account	
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 and 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	

#### **Questions?**

- For questions about how to use the Service Portal and the permitting process contact Parks & Recreation at <u>vending@portofsandiego.org</u> 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