

TEMPORARY  
SPECIAL  
EVENT/  
SOLICITOR'S  
PERMIT



City of  
Union, Missouri

500 E. Locust St.  
Union, MO 63084  
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*Last amended: November 2017*

It is the policy of the City of Union, Missouri to regulate the activities of solicitors, canvassers, peddlers, promoters, or temporary or transient vendors in order to promote and protect the public health, safety and welfare. It is not the intent of the City to interfere with or infringe upon the constitutionally protected right to freedom of speech or assembly, except to the minimum extent necessary to ensure the safety and right to privacy of the citizens of Union.

#### DEFINITIONS

**Canvassers** – One engaged in business of a temporary or transient nature that goes from door to door traveling by foot, automobile, truck or any other type of conveyance, as principal, agent or otherwise, in an effort to take or secure orders for goods, services or merchandise, without prior specific invitation or appointment.

**Door to door** – From one residence to another or from one business location to another or from a residence to a business location or from a business location to a residence or any other combination involving residences and/or business locations.

**Peddlers** – One engaged in business of a temporary or transient nature that goes from door to door traveling by foot, automobile, truck or any other conveyance, as principal, agent or otherwise, in an effort to sell goods, wares or other commodities without prior specific invitation or appointment.

**Promoter:** Any person who provides to any other person a sales or exhibit area at a temporary special event. No promoter shall organize or promote a temporary special event without first obtaining a business license.

**Solicitor** – One engaged in business of a temporary or transient nature that either goes from door to door without prior specific invitation traveling by foot, automobile, truck or other conveyance or from one locality which is not a permanent structure, who attempts to lure another person into a business or commercial ventures of any type.

**Street Peddler (Vendor)** – One engaged in business of a temporary or transient nature who sells or offers to sell from one locality which is not a permanent structure or building affixed to land, goods, wares, merchandise or other commodities.

**Temporary or transient** – Temporary or transient vendor: One engaged in business anywhere within the City of Union who does not intend to become and does not become a permanent merchant at such place. For the purposes of this Chapter, the terms "*temporary or transient vendor*" shall mean less than one hundred twenty (120) consecutive days or less than one hundred eighty (180) days within a calendar year. Any person or entity which does business within the City of Union in excess of the foregoing time restrictions shall not be eligible for a "solicitor's, canvasser's, peddler's license" or "street peddlers" and shall be required to comply in all respects with City ordinances regarding the operation of businesses within the City of Union.

**Temporary Special Event:** Any exhibition, display or show, involving multiple individual exhibits or booths, for the purpose of selling, trading, bartering or displaying goods or services to the public which is professionally promoted and which lasts for fourteen (14) consecutive days or less within any three (3) month period. Temporary special events include, but are not limited to, trade shows, festivals and arts and crafts shows.

a) Promoters of events which are not open to the public are exempt from the provisions of this division. b) The following are exempt from the requirements of this division: garage sales, bake sales, swap meets, hobby shows, arts and crafts shows, fund raising events, and other similar temporary events provided that (1) the event is sponsored and organized or promoted by a nonprofit service club, hobby club, sports club, charitable, religious, fraternal, civic, eleemosynary or educational institution, (2) the event is entirely organized, promoted and staffed by unpaid volunteer members of such organization, (3) the expenses of the temporary event are paid by the organization and (4) all receipts go to the organization and not to a paid or professional promoter or organizer. c) An exempt temporary special event shall not continue for more than four (4) consecutive days. d) Organizations otherwise exempt under this section shall not lose such exemption solely because they are sponsored, co-sponsored, programmed or assisted in any manner by the parks and recreation department or conduct a special temporary event on city property.

#### PROHIBITED ACTIVITIES

- A. It shall be unlawful for any person or entity to engage in business as a canvasser, peddler, solicitor, street peddler, promoter or temporary or transient vendor as such terms are defined in the Chapter without having first applied for and received a canvasser's, peddler's, promoters, solicitor's, or temporary or transient vendor's license.
- B. It shall be unlawful for any person, whether engaged in business or not, in the public rights-of-way to solicit, offer for sale or transact the sale of goods or services, or to seek donations or contributions, or distribute materials to persons situated within vehicles which are located within the right-of-way of any public road, street or highway regardless if such is for a commercial, charitable or non-profit purpose. Nothing in this Section shall be deemed to prohibit otherwise lawful non-commercial activities on sidewalks or other designated areas where such activities clearly do not hinder or stop vehicular traffic or adversely affect public safety. The prohibition with regard to public rights-of-way shall not apply to community-sponsored activities provided that prior to such activity the sponsoring community organization has first obtained permission therefore from the City. Any permission granted by the City shall limit the activity both with respect to duration and as geographically.

#### APPLICATION

Upon receipt of a completed application, the original shall be referred to the Chief of Police who shall cause an investigation of the applicant's business and moral character. Such an investigation is deemed by the City to be necessary in order to protect the public interest due to the fact that such activities involve unsolicited contact with persons which is usually at a person's residence. No investigation shall be required for a "street peddler's" permit as such activity does not involve contact at an individual's residence. **There shall be a waiting period of two business days in order to afford necessary time to complete the investigation and to process the application.** If, as a result of such investigation, the applicant's character or business responsibility is found to be unsatisfactory, the Chief of Police shall endorse on such application his/her disapproval and return the application to the City Clerk who shall notify the applicant that his/her application has been disapproved and that no permit shall be issued. The applicant may then appeal the refusal to issue a permit to the Board of Aldermen in accordance with Section 610.080 (copy available by request to City Clerk).

#### PERMIT FEE

- A. Canvasser, peddler, promoter, solicitor, or temporary or transient vendor. The sum of fifty dollars (\$50.00) for the day or portion thereof that such permit shall be valid in the City. The sum of One Hundred dollars (\$100.00) for the 2<sup>nd</sup> day through the 30 day or portion thereof that such permit shall be valid in the City. The sum of One Hundred Fifty dollars (\$150.00) for the 31<sup>st</sup> day through the 120<sup>th</sup> day or portion thereof that such permit shall be valid in the City. No proration or refunds shall be allowed.
- B. A temporary special event license shall be \$5.00 a day for each vendor participating at the temporary special event, not to exceed a total of \$15.00 for each vendor. The temporary special events license fee shall be collected by the promoter from each vendor who intends to be included under the promoter's temporary special event license and shall be remitted by the promoter to the business license administrator three (3) days before the temporary special event. The promoter shall be responsible for any sums collected, and any sum which should have been collected from a vendor. The promoter shall also be responsible to prepare and maintain for 1 year a listing of the names, addresses and contact information for each vendor

#### DISPLAY OF PERMIT

The Solicitor's, Peddler's, Canvasser's or Street Peddler's permit shall be carried at all times by the applicant to whom issued while performing such in the City and shall be exhibited by such applicant whenever he/she shall be requested to do so by any Police Officer or any person solicited.

**CITY OF UNION**

**500 E. Locust St. – Union, MO 63084 – 636-583-3600/Fax 636-583-4091**

SOLICITOR-CANVASSER-PEDDLER PERMIT APPLICATION  
(\$50.00 PER DAY) (\$100 2-30 DAYS) (\$150 31<sup>st</sup> – 120<sup>th</sup> DAYS)

PROMOTER/TEMPORARY OR TRANSIENT VENDOR APPLICATION  
(\$50.00 PER DAY) (\$100 2-30 DAYS) (\$150 31<sup>st</sup> – 120<sup>th</sup> DAYS)

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**A minimum processing time of two business days is required, prior to issuance.**

- DATE OF APPLICATION: \_\_\_\_\_  
NAME OF APPLICANT: \_\_\_\_\_  
ADDRESS OF APPLICANT: \_\_\_\_\_  
SOCIAL SECURITY #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
NAME OF BUSINESS: \_\_\_\_\_  
ADDRESS OF BUSINESS: \_\_\_\_\_  
PHONE NUMBER OF BUSINESS: \_\_\_\_\_ MISSOURI SALES TAX ID# \_\_\_\_\_

*Note: Credentials such as a letter of authorization must be submitted as proof that you work for this business.*

DATE(S) YOU WILL BE PERFORMING SOLICITATION/TEMPORARY OR TRANSIENT VENDOR: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_.

PLEASE DESCRIBE THE NATURE AND CHARACTER OF THE GOODS, WARES, MERCHANDISE OR SERVICES YOU WILL BE OFFERING:  
\_\_\_\_\_

*Note: Any food service business must supply a copy of their applicable license and/or inspection report from the Franklin County Department of Health.*

*Any temporary structure must be approved prior to operation of business. Please see the City of Union Engineering Department at City Hall, 500 East Locust Street, Union, for an inspection or call 636-583-1805. Please submit a copy of the inspection report.*

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**2. PHYSICAL DESCRIPTION OF APPLICANT:**

GENDER: MALE/FEMALE (please circle one)  
HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_  
HAIR COLOR: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME, MISDEMEANOR, FELONY OR VIOLATION OF ANY MUNICIPAL ORDINANCE? YES OR NO (please circle one). IF YES, PLEASE DESCRIBE:  
\_\_\_\_\_

PLEASE LIST THE NAME, ADDRESS AND PHONE NUMBER OF AT LEAST TWO CHARACTER REFERENCES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

- I \_\_\_\_\_ hereby declare that the above information is true and authorize the Union Police Department to investigate any information contained herein in order to issue the requested permit.

Signature of applicant \_\_\_\_\_ date \_\_\_\_\_

Approved/Rejected: Chief of Police \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

# TEMPORARY SPECIAL EVENT LICENSE

City of Union, Missouri

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**A minimum processing time of three business days is required, prior to event.**

NAME OF BUSINESS/PROMOTER: \_\_\_\_\_

ADDRESS OF BUSINESS: \_\_\_\_\_

PHONE NUMBER OF BUSINESS: \_\_\_\_\_ MISSOURI SALES TAX ID# \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

*Note: Business/Promoter must have a current business license with the City of Union.*

DATE(S) OF THE EVENT: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

PLEASE DESCRIBE THE NATURE AND CHARACTER OF THE GOODS, WARES, MERCHANDISE OR SERVICES YOU WILL BE OFFERING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Note: Any food service business must supply a copy of their applicable license and/or inspection report from the Franklin County Department of Health.*

PLEASE ATTACH A COMPLETE LIST OF INDIVIDUAL VENDORS.

A temporary special event license shall be \$5.00 a day for each vendor participating at the temporary special event, not to exceed a total of \$15.00 for each vendor. The temporary special events license fee shall be collected by the promoter from each vendor who intends to be included under the promoter's temporary special event license and shall be remitted by the promoter to the business license administrator three (3) days before the temporary special event. The promoter shall be responsible for any sums collected, and any sum which should have been collected from a vendor. The promoter shall also be responsible to prepare and maintain for 1 year a listing of the names, addresses and contact information for each vendor.

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_