

SUNDAY STREETS SF 2025

VENDOR GUIDELINES

Updated on
02/13/2025

BOOKSHOP



WHAT'S INSIDE

- Eligibility & Application Process
- Vendor Policies
- Prohibited sales
- Registration Fees & Equipment Requirements

GETTING STARTED

Welcome, thank you for your interest in vending during Sunday Streets SF! We hope this contains everything you need to navigate our general processes and policies.

ELIGIBILITY

Each Sunday Streets event has a curated marketplace to showcase and uplift neighborhood-based and/or culturally important small business for that community. In pursuit of these goals, Sunday Streets will prioritize small business vendors who have a registered business in the corresponding neighborhood for the event.

Vendors can get a waiver on this requirement if they are sponsored by a neighborhood-based business and conduct sales in front of the sponsoring business' brick and mortar.



SUNDAY STREETS SF | LIVABLE CITY NON-PROFIT

66 Mint St, 2nd Floor. San Francisco, CA. 94103

SundayStreetsSF.com | LivableCity.org | (415) 344-0489

APPLICATION PROCESS & GUIDELINES

There are two distinct vendor categories at Sunday Streets:

- **Retail Vendors** – Those selling merchandise or non-edible items.
- **Food Vendors** – Those selling food or beverages.

To participate, please submit the appropriate application:

- **Food Vendors** must complete a [Food Vendor Application](#).
- **Retail Vendors** must complete a [Retail Vendor Application](#).

Ensure you apply under the correct category to streamline the approval process.

Vendor Applications must be submitted online. **Applications will not be accepted by phone.** Applications are reviewed on a first received, first processed basis, and do not guarantee space at the event.

You will receive a confirmation email within three to five business days after submitting an application. Applications will not be accepted after the [registration deadlines](#). **Failure to respond in a timely manner and complete action items will result in a cancellation of your application.**

VENDOR GUIDELINES

RESPONSIBILITIES

As an exhibitor, you play a vital role in creating an engaging and seamless event experience. To ensure a successful Sunday Streets, all exhibitors are expected to:

- **Adhere to all guidelines** – Follow the Exhibitor Guidelines and any additional Sunday Streets Program requirements.
- **Manage your setup** – Arrange for and oversee all necessary staff, equipment, and facilities (e.g., water, electricity) while assuming liability for your team and materials.
- **Professional Booth Setup & Maintenance** – Create a well-presented space with branded signage, table coverings, and (for food vendors) a printed menu. Vendors must maintain the cleanliness of their booth and the surrounding area throughout the event.
- **Food Vendors** – Submit all required permit applications by the specified deadlines and bring all necessary equipment for food service, including a 3-bin disposal system.
- **Stay for the full event** – Vendors must remain for the **entire duration of the event** to ensure continuity and a full experience for attendees. Exhibitor participation is crucial, as our roster is limited for each event, and we strive to avoid gaps in programming. Early departures disrupt the event flow and negatively impact the overall experience for the community.
- **Communicate cancellations in advance** – Due to limited space, no-shows without prior notice are not permitted. Repeated absences without notice will result in removal from future event participation.

We appreciate your cooperation in making Sunday Streets a great experience for all!

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EXHIBITOR POLICIES

A. Event Hours and Leave Policy

For 2025, **block parties** will run from **12 PM to 4 PM**, and **mile-long events** will run from **11 AM to 4 PM**.

Exhibitors must remain for the **entire duration of the event** to ensure continuity and a full experience for attendees. Exhibitor participation is crucial, as our roster is limited for each event, and we strive to avoid gaps in programming. Early departures disrupt the event flow and negatively impact the overall experience for the community.

B. Food & Beverage Vendors

All Sunday Streets food vendors must complete permit applications as required by SFPD and SF Fire and meet all requirements set by these agencies.

Failure to submit required paperwork by the deadlines provided will result in cancellation of your vending space. **Failure to bring all required equipment (including fire extinguisher for food setup) and necessary facilities for your onsite operation will forfeit your vending space on event-day and no refunds will be issued.**

C. Seller's Permit & Insurance Requirement

All vendors must provide a San Francisco Business Account Number (BAN). Food vendors must provide an endorsed certificate of additional insured that meets the [Sunday Streets Insurance Requirements](#) along with other permit materials. Vendors must complete the [Insurance Requirement form](#) no later than 20 business days prior to the event.

D. Generators

Generators with a capacity of less than five (5) gallons are allowed, and as the event route can accommodate. Exhibitors must indicate they will be using a generator in their exhibitor application, answer follow-up questions about capacity and placement from Sunday Streets, and obtain written approval and instructions from Sunday Streets on how to bring the generator onsite.

E. Zero Waste Policy

Sunday Streets is a waste-free event. A three-bin waste system (landfill, recycle, compost) is **REQUIRED FOR FOOD VENDORS** and highly recommended for any vendor who might create trash onsite. You will need to sort all refuse if you wish to dispose of them in Sunday Streets waste bins.

Please review the [Zero Waste Checklist For Events](#) before Sunday Streets to understand how to properly dispose of your trash.

F. Vehicle Policy - Drop-offs & Parking

No parking is permitted on the Sunday Streets route and no designated parking is provided. Please plan accordingly by having extra staff or volunteers to spot equipment and provide yourself extra time to find parking.

Follow all instructions for vehicle load-in time, location and exiting sent to you via email prior to the event. Staff and volunteers may have updated instructions for you once onsite. Please follow the updated instructions and extend patience to the team helping get everyone into the streets safely and as efficiently as possible.

G. Cancellation, Refund, & No-Show Policy

Registration fees are non-refundable and due upon receiving an exhibitor confirmation.

Exhibitor cancellations must be received in writing **at least ten (10) business days** prior to the event to receive a refund for equipment rentals and unused booth activation kits. Exhibitors must send an email to sundaystreets@livablecity.org in order to cancel their attendance.

If no notification of cancellation is received, it is assumed that exhibitors will be attending as planned. If an exhibitor does not notify Sunday Streets about their cancellation by 9 AM on event-day, they will be considered a no-show. No-show exhibitors will be disqualified from participating in future events.

BRICK AND MORTAR GUIDELINES

Businesses can conduct the following activities in the parking lane of their business and do not need proof of insurance or a seller's permit:

- Place outdoor seating and dining tables
- Host a "sidewalk sale" in the parking lane of the street provided the product is is not Prohibited Merchandise
- Put out a display table, provided the product is is not Prohibited Merchandise
- Host local, non-corporate vendors, provided the products are not Prohibited Merchandise

Brick-and-mortar businesses are encouraged to fill out an [Exhibitor Application](#) to be included in the event activity guide.



PROHIBITED MERCHANDISE

The sale of alcohol, tobacco, or cannabis products is strictly prohibited at Sunday Streets. Additionally, Sunday Streets will not accept goods vendors who sell products that are deemed to be in conflict with the promotion of sustainable transportation, including but not limited to car companies, fossil fuel, and products that contribute to environmental degradation.

REGISTRATION FEES

Vending registration fees are \$45 per business, and does not include equipment. **Registration fees are non-refundable and due upon receiving a vendor confirmation.**

Vendors who identify with the following statements should reach out to sundaystreets@livablecity.org to request a registration fee waiver:

- Business operation is based in San Francisco
- BIPOC, LGBTQ+, women, people with disability, (im)migrant, or worker-owned small businesses
- Business typically underrepresented at a local marketplace

EQUIPMENT

Retail vendors are responsible for providing their own table and chairs, ensuring all equipment fits within their designated space. While tents are not required, vendors who choose to use one must bring weights for each leg, with a minimum of 30 lbs per weight for public safety. Please note that Sunday Streets will not have extra weights available onsite.

Food vendors are required to bring all equipment (including fire extinguisher for food setup) and necessary facilities for your onsite operation. Failure to do so will result in forfeiture of your vending space on event day, with no refunds issued.

ABOUT SUNDAY STREETS SF

Sunday Streets is a program of the nonprofit Livable City, presented in partnership with SFMTA, SFPDPH, and the City and County of San Francisco. Sunday Streets' mission is to:

- Create temporary open spaces and recreational opportunities where it's needed most
- Encourage healthy eating and active living
- Foster community-building
- Inspire people to think about their streets as public spaces

This policy is part of Sunday Streets SF Program Guidelines, created to maintain public safety and the integrity of the program's mission. We thank you in advance for investing in San Francisco by participating in Sunday Streets SF and observing this policy and all other policies outlined in Sunday Streets Program Guidelines.