



TRANSIENT VENDOR REGISTRATION PROCESS

1. Applicants for Transient Vendor Solicitation permits must register with the Bainbridge Township POLICE DEPARTMENT/RECORD'S CLERK ("Township") during regular Township business hours prior to solicitation. APPLICATIONS ARE AVAILABLE FOR PICK UP AT THE BAINBRIDGE TOWNSHIP FISCAL OFFICE AND A REGISTRATION FEE OF \$150.00 WILL BE REQUIRED at pick up of application. Transient vendors must complete a vendor application, provide a copy of the company's valid federal tax identification number and provide valid state issued ID, state issued driver's license, passport, military identification, photo identification issued by the US government or State of Ohio containing individual's name and address.
2. One registration is required per federal tax identification number. The applicant completing the registration on behalf of the vendor must provide the fee when picking up the registration form.
3. THE POLICE DEPARTMENT/RECORDS CLERK will confirm that all information on the registration form is provided, APPLICATION IS MARKED PAID, and issue a copy of the unsigned receipt. The Township may require up to five (5) business days before issuing a copy of the completed permit to the vendor.
4. The applicant will be notified that a copy of the permit is available for pick up, said permit shall be valid for a period of ninety (90) days upon issuance. The vendor will be provided a copy of the Township's Resolution 06112018-B regulating transient vendors.
5. Bainbridge Township will maintain records of all applicants and registration information.
6. The permit shall terminate automatically after the last day for which the permit has been issued. Upon payment of an additional \$150.00 permit fee, a permit can be renewed for an additional 90 consecutive days.

TRUSTEES
Jeffrey S. Markley
Kristina O'Brien
Michael Bates



FISCAL OFFICER
Janice S. Sugarman

TRANSIENT VENDOR PERMIT

Subject to the regulations of Bainbridge Township, a copy of which is attached hereto,

may conduct sales activities as a Transient Vendor within Bainbridge Township for a period not to exceed ninety (90) days from issuance of this permit.

Date

Bainbridge Township Fiscal Officer

THIS PERMIT PACKAGE MUST BE IN THE POSSESSION OF VENDOR DURING ANY SALES ACTIVITIES REGULATED BY TOWNSHIP RESOLUTION AND BE MADE AVAILABLE UPON REQUEST.