



City of Selma Vendor License

How to Obtain a Vendor License

Please read these requirements carefully. There will be no exceptions:

A person or persons wishing to obtain a Vendor's License may do so through the Selma City Tax & License Office located in City Hall, at 222 Broad St., 334-874-2112. Hours of operation are 8:30 am – 4:30 pm.

A vendor license application must be filled out and application fee of \$ ____ paid. There will be an additional \$ 5.00 for any other person or persons that will be working with the owner of the license.

After the vendor's license has been received; the vendor will be scheduled to take a photo ID at the Selma Police Department, located at 1300 Alabama Ave., 334-874-2134. The hours for taking photos are as follows: Wednesday & Friday only from 8 am – 4 pm.

Food vendors are also required to have an ABC fire extinguisher on premises at all times. Any propane tanks or fueling sources must be secure and away from public access. The fire department and or designated city staff is authorized to revoke your permit with any life and safety violations. No refunds will be given.

No business owners are allowed to sell outside or in front of their establishment with the exception of those who have previously been selling outside or in front of their establishment.

ALL vendors are required to have the issued photo ID on site at all times. If a vendor does not have the ID on site they will be asked to leave the premises.

Vendors NOT in compliance with the City ordinances will be required to cease all activity.

If you have questions or need additional information, please call 334-874-2112.

I will comply with all the City of Selma requirements.

Vendor Signature _____



City of Selma

Tax & License Department

P.O. Box 450

Selma, AL 36702

Vendor Application Form

NAME OF ORGANIZATION/VENDOR: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL: _____

STREET ADDRESS: _____

RULES & RESTRICTIONS:

1. All fees must be paid in full at Selma City Hall to the Tax & License Dept. by _____. Official receipt is required.
 - a. Cash or money orders only. Checks will not be accepted. Please make money orders payable to City of Selma.
 - b. Please contact the Selma City Council office at 334-874-1234 or 334-874-2109 (with your receipt) to be added to the lineup.
2. Vendors may sell only the items agreed to on this form.
3. Vendors may not partner with other vendors. Each individual or organization must have a separate application at time of check-in.
4. The City of Selma and its affiliates are not liable/responsible for vendor or vendor's property.

FEES:

TOTAL COST: \$_____ for (Vendor's permit & 1 photo id's any additional id's will be \$ 5.00 each)

AGREEMENT:

MERCHANDISE TO BE SOLD BY VENDOR:

- Food – Name Item(s): _____
- Clothing
- Arts & Crafts
- Jewelry, Purses and Accessories
- Bath & Body
- Other: _____

I understand the above information is true, and I will be refused the right to set-up my booth if the City representative deems anything in my booth to be inappropriate for any reason.

Vendor Signature and Date

City of Selma Authorized Signature and Date