



Town of Atoka  
334 Atoka Munford Ave., Atoka, TN 38004  
Phone: (901) 837-5300 / Fax: (901) 837-0028  
[www.townofatoka.com](http://www.townofatoka.com)

## Application for Transient Vendor

### Vendor Information

Name of Vendor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Additional Contact Person (if applicable): \_\_\_\_\_

Contact Number: \_\_\_\_\_, \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Description of Vehicle or Stand: \_\_\_\_\_

Description of Goods for Sale: \_\_\_\_\_

Dates of Operation: \_\_\_\_\_

Weekday Hours	Start _____	End _____
Saturday Hours	Start _____	End _____
Sunday Hours	Start _____	End _____

### Documents Required at Submission

- Business License
- Certificate of Insurance, with Town of Atoka named as insured
- Most Recent Health Inspection Score
- Written statement from property owner advising you are allowed to use property

Vendor Guidelines

- Vendors are responsible for providing their own shade or tents. All erected objects must be secured to prevent injury, flyaway, etc.
- Vehicle placement cannot obstruct traffic in any way. Vendors will also position vehicles so that line from customers also does not impede traffic.
- Vendors are responsible for ensuring that all trash is collected, and the area is maintained in a sanitary manner and trash removed each day.
- Any sign must remain attached to the vehicle or stand.
- Location will be evaluated for safety by the Fire Marshall prior to vendor serving the public.

CERTIFICATION

I certify that this information given is true and correct to the best of my knowledge. I have read the provided guidelines and agree to any reasonable additions made during my stay. I understand this permit is valid only for the location listed on the application and permit. I understand the Town of Atoka will hold no responsibility in the event of any accident. Lastly, I understand that failure to comply with guidelines or any applicable ordinances may result in revocation of issued permit.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

- Approved
- Not Approved
- Approved with Conditions (noted below)

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

First Approval \_\_\_\_\_

Date \_\_\_\_\_

Second Approval \_\_\_\_\_

Date \_\_\_\_\_