Wells Fargo Presents
San Francisco
small
business
week

may 14-21, 2011

www.sfsmallbusinessweek.com

How to Register your Commercial Corridor for the 2011 Small Business Week Sidewalk Sale

1. Fill out the following Department of Public Works (DPW) form, and

2. Include a map of the blocks you plan to use in your commercial corridor. Be sure to include both sides of the street. (Please see the sample map attached below.)

3. **Completed forms** should be faxed back to Jane Gong at 415-558-7844 **no later than April 1, 2011.**

4. Download the "Instructions for Participating Businesses" Word Document, enter your Merchant Organization's contact information, and distribute it to all participating merchants in your commercial corridor. Please distribute these to your merchants as early as possible so that they will have plenty of time to prepare.

APPLICATION FOR A REVOCABLE TEMPORARY OCCUPANCY PERMIT

Location of Event: _____

Name of Event: Small Business Week c/o Office Small Business

Occupancy Information:

Starting: 05 /21 /2011 Time: _____

Removal: 05 /21 /2011 Time: _____

Street(s): _____ Linear feet: _____

_____ Linear feet: _____

_____ Linear feet: _____

List all elements of occupancy (structural, equipment, materials, storage boxes etc.):

_____

_____

_____

SKETCH OF LOCATION
Indicate location with an (X) in above sketch.
Label street names and cross streets.

Applicant Information

Name of Company: MERCHANT ASSOC. _____

Address: _____

City, State, Zip: _____

Contact Person: _____

Phone: _____

Fax: _____

Please Check All That Apply:

❑ Endorsed Certificate of Insurance naming the *City and County of San Francisco* as additional insured with the Bureau's address as the certificate holder.

❑ Street Closure Required (*Department of Parking and Traffic* permit – Traffic Engineering (415) 701-4500)

❑ Food/Cooking (*Department of Public Health* permit and *SF Fire Department* permit)

❑ Performing Arts (*SFPD* sound permit for amplification)

☒ Other Small Business Week Sidewalk Sale

| THE PERMITTEE HEREBY AGREES TO COMPLY WITH ALL REQUIREMENTS NOTED ON THE REVERSE SIDE OF THIS APPLICATION |

Signature of Applicant _____ Date _____

Sample
Map