



TITLE:
Selling of Goods, Merchandise and Services by Persons or Entities Policy
ADOPTED BY BOARD OF HARBOR COMMISSIONERS:
September 9, 2014
EFFECTIVE DATE:
This Administrative Policy is effective upon approval by the Board of Harbor Commissioners.
SUPERSESSION:
This policy supersedes Administrative Policy # 3177.
PURPOSE:
The purpose of this Administrative Policy is to set forth policy regarding the selling of goods, merchandise and services by any person or entity on District owned properties. This Administrative Policy is not applicable to vendors with whom the District contracts for District events approved by the Board of Harbor Commissioners, such as the Banana Festival.
POLICY:
<p>1. BACKGROUND: The rules and regulations of the Port Terminal Tariff No. 7 requires:</p> <p style="padding-left: 40px;">Item No. 175 PEDDLING PROHIBITED - "It shall be unlawful for any person to peddle and sell any goods, wares or merchandise upon the wharves, roadways, or other lands under the jurisdiction of the Board without first having obtained a permit to do so from the Director [CEO & Port Director]".</p> <p>2. POLICY: The District desires to enforce the restriction for any person (hereafter referred to as "vendor") to peddle and sell any goods, wares, or merchandise on District property without first obtaining a permit authorized by the CEO & Port Director or his/her designated representative. This prohibition extends to the selling of services on District property. (For example, providing car wash services for privately own vehicles).</p> <p style="padding-left: 40px;">Vendors that operate on the property of the District, such as cargo handlers, catering truck operators, TWIC escort services, and other persons providing vendor services are required to apply for and obtain a permit authorized by the CEO & Port Director or his/her designated representative.</p> <p style="padding-left: 40px;">It is not the intent of this policy to prohibit or regulate the sale of merchandise, goods and services to businesses that operate at the Port of Hueneme or as lessees on District property. The sale of goods, merchandise and services directly to tenants and customers of the District</p>



and other port users associated with their businesses on District property is permitted. For example the sale and delivery of ship stores, delivery of lube oils and fuels, and delivery of goods and materials of offshore oil vessels are permissible.

3. SALE OF FOOD AND DRINK ON DISTRICT PROPERTY

The District's Administrative Policy # 206 Operation of Catering Trucks governs the sale of food and drink on District property by persons and/or entities possessing a District "Catering Truck Vending Permit" authorized by the CEO & Port Director or his/her designated representative.

Additionally, vending machines placed within leased premises are permissible provided that the lessee or tenant requests permission to include this type of use within their District agreement. However, vending machines will only be permitted inside and within leased or exclusively assigned areas. The District reserves the right to regulate the location and placement of the vending machines within the tenant's leased or exclusive premises. Vending machines are not permitted to be placed in outside premises. Vending machines are to be limited to drinks and food merchandise.

4. ADDITIONAL REQUIREMENTS: The following requirements apply to persons providing vendor services (or "vendors") to businesses that operate at the Port of Hueneme or as lessees on District property, or to the District as authorized by the CEO & Port Director or his/her designated representative.

a. Persons and entities interested in providing vendor services to tenants and customers at the Port of Hueneme should submit their business information to the attention of the Chief Operations Officer or his/her designee at P.O. Box 608, Port Hueneme, CA 93044. The information should include company name, address, phone, fax, e-mail, key contact, businesses being served on District property, type of merchandise or services being provided and frequency of service. This information is required for security purposes and for notification associated with changes in the Marsec levels.

b. All persons providing vendor services within the secure areas of the Port of Hueneme shall be required to have a Transportation Worker Identification Card (TWIC) for access, or be accompanied by a TWIC Escort. In addition, businesses receiving vendor services shall provide the District 24-hour advance notice for the delivery of goods and materials.

c. It shall be unlawful for vendors to have visitors and passengers in the delivery vehicles that do not possess a TWIC. Vendor employees are not eligible to escort non-TWIC persons within or into the Secure Areas of the Port.

d. It shall be prohibited for vendors to discharge or deposit any waste upon District properties or within trash receptacles utilized by the District or other Port users.

e. Vendors shall adhere to all posted speed limits and other traffic regulation signs.

f. Vendors are strictly prohibited from selling or possessing any alcoholic beverages on



District property.

- g. The District or its duly authorized representative is authorized and empowered to enter and inspect delivery trucks at anytime and without advance notice while on the District properties.
- h. Safety is of paramount concern for the District employees and workers at the Port of Hueneme. The vendor at all times shall ensure that they maintain a well lit and safe environment for their patrons.

RELATED POLICIES AND PROCEDURES:

Policy #206 – Operations of Catering Trucks

DEFINITIONS:

None.