



## Short-Term Concession Opportunity

Short-Term Concession – Pursuant to Mayoral Emergency Executive Order (EO) #183, the New York City Department of Transportation may enter into a concession agreement for the use of pedestrian plazas for outdoor commercial activities for up to 119 days. Concessionaires provide maintenance services to the plaza in lieu of a fee. Plaza Partners do not generate revenue from this agreement and are not party to the agreement between the concessionaire and DOT. This opportunity is set to expire on 09/30/2021, however concession operations may extend beyond this date.

### Benefits:

- Allows concessionaires to operate outdoor commercial activities in designated plazas.
- Activates a plaza in a safe manner while providing additional maintenance
- Tests community preferences, e.g., produce vs. coffee stand and revenue potential
- Potential for local business promotion
- No Comptroller registration

### Considerations:

- Does not require SAPO permit or Community Board approval
- Plaza Partner cannot be the concessionaire
- Plaza Partners are involved with concession operations and scheduling
- The 119 days do not need to be consecutive
- The short-term concession is non-exclusive

### Concession Requirements:

- Concessionaire to provide legal business name and EIN/TIN (including IRS-issued 147C letter verifying EIN/TIN)
- Copies of all relevant licenses and permits for doing business in New York City
- Direct contact information for concessionaire
- Ability to maintain plaza amenities
- List of items to be sold with pricing
- Dates, day(s) and hour(s) of operation
- DOT approved site plan, showing distance from curbs, hydrants, newsstands, bike racks, tree pits, street lights, etc.
- Concession set up may be as simple as a table and tent or a specially-designed free-standing structure
  - If using a free-standing structure (i.e., kiosk or shipping container), approved drawings from a NYS-licensed engineer must be provided
  - Structures must be moveable but not mobile (i.e. no wheels)
- In most cases, the concessions will not have access to utility hook-ups
- DOT approved plan for plaza maintenance
- Commercial General Liability insurance naming the City of New York as an additional insured in the amount of \$2M per occurrence/\$2M aggregate



## Department of Transportation

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Henry B. Gutman, Commissioner

- \$500 security deposit, paid to the NYC Comptroller, returned at the end of the agreement
- All plans and drawings must be approved by DOT

### Application Process:

- Application requires a minimum of no less than 10 business days prior to the proposed start of the concession. Interested concessionaires must submit an expression of interest via DOT's web site or by email to [plazas@dot.nyc.gov](mailto:plazas@dot.nyc.gov)
- Interested concessionaires can select from a list of available plazas
- Basic info on the interested concessionaire and a tentative idea of intended dates/days etc. should be provided
- DOT will follow up with applicants to discuss details and collect further information
- With details confirmed, paperwork is submitted for review and approval
- Deposit is provided upon signing agreement and returned within 30 days after the last date of concession activity

For more information regarding the Short-term concession opportunity, contact [plazas@dot.nyc.gov](mailto:plazas@dot.nyc.gov).