



South Beach Harbor Application for Vendor Permit

Please read the **Policies & Guidelines** before completing this form.

FEES: \$25 Annually

Phone: 415.495.4911 Fax: 415.512.1351

Vendor Information:

Business Name: _____ Business Email: _____
Business Phone #: _____ Business License #: _____
Website: _____
Business Address: _____

Business Services/Description

- ☐ Hull Cleaning/Diving, ☐ Boat Cleaning, ☐ Canvas,
☐ Maintenance and Repairs, ☐ Boat relocation, ☐ Other (Check all that applies)

SBH Office Use Information Only (if different from above):

Business Point Of Contact Name: _____
Business Point Of Contact #: _____
Business Point Of Contact Email: _____

Are you interested in placing your vendor business on our vendor webpage?

- ☐ Yes ☐ No. If Yes, please provide a short description below.

Note: Vendor webpage maintenance is upon staff availability.

⇒ **Checklist for things needed along with the filled application:**

- ☐ Current Business Certificate with valid expiration date
☐ Certificate of Insurance **AND** Additional Insured Endorsement
☐ Business Card
☐ \$25 Fees (Annually)
☐ Vendor accts may be disabled/closed at any time for non-compliance.

I certify that the statements herein are true and correct.

Applicant's Signature: _____ Date: _____

THANK YOU

STAFF ONLY:

Staff Name: _____ Date Approved: _____
Payment Type: ☐ Visa/MC/Disc/Amex ☐ Check ☐ Digital Payment
Approval Code/#: _____ Applicant Acct # _____

POLICIES & GUIDELINES

1. **Business certificate**

Submitted at time of application and/or renewal.

2. **INSURANCE REQUIREMENTS:**

Your Certificate of Insurance should show a **minimum liability of \$1,000,000** Per Occurrence

3. **Certificate Holder section should read as follow:**

City and County of San Francisco
c/o EXIGIS Risk Management Services
P.O. Box 947
Murrieta, CA 92564

4. **Additional Insured Endorsement should read as follows:**

CITY AND COUNTY OF SAN FRANCISCO BY AND THROUGH SAN FRANCISCO PORT COMMISSION AND THEIR OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS

For additional questions and answers regarding insurance, please contact:

Exigis LLC customer support line at **646-762-1541**.

Email: certificates-sbh@riskworks.com

Exigis LLC auto generated emails are sent from notifications@riskworks.com and/or noreply@riskworks.com. **Please add the email addresses to prevent auto spam/junk email filtering**

1. **PAYMENTS** are due every year & can be made via Check or Debit / Credit card.

2. **PARKING:** Your application comes with an annual vendor parking tag, once all the documents are compliant.

Vehicles without valid permits, including those with Disabled Placards, are subject to being ticketed and/or towed at the vehicle owner's expense.

- For towed should vehicles contact:
Golden Gate Tow Inc. 415.508.5604 OR 1.888.358.0294

3. **GATE KEY:** Keys can be purchased in the office. Keys are non-refundable.

4. **RESTRICTIONS:** No vendors can work in harbor during any major events like Giants games, Fleet week.

5. **Non-Submission** of updated documents in any year can results into restricting to harbor docks with all keys deactivated.

6. **Contact the harbormaster's office** for any questions or concerns:

South Beach Harbor
Pier 40A, The Embarcadero
San Francisco, CA 94107
Phone# 415.495.4911

PLEASE NOTE: The Harbormaster, reserves the right to amend these rules at any time.