

Inspection Checklist: Ticket Sellers – Individuals

Do you vend tickets in a public space?

Do you sell, give, or transfer tickets to another person to vend in a public space?

Definition: Vend means to hawk, peddle, sell, lease, or offer to sell or lease.

Use this checklist to learn what our inspectors look for and help avoid violations. For your convenience, each Requirement includes the relevant section of law and/or rule, so you can refer to it for more information. The KEY below describes the legal citations and symbols used in this checklist.

KEY
<p>NYC Code: NYC Administrative Code RCNY: Rules of the City of New York §: Section</p>

Requirement	Do you meet this requirement?
Licenses	
<p>1 Any individual who vends tickets in a public space must have a current DCA Ticket Seller license. NYC Code §20-551(a)(1)</p>	<input type="checkbox"/> Yes
<p>2 Any individual who sells, gives, or transfers tickets to another person for vending in a public space must have a current DCA Ticket Seller license. NYC Code §20-551(a)(2)</p>	<input type="checkbox"/> Yes
<p>3 Ticket Sellers must wear their DCA license so it is visible to the public and enforcement officers (e.g., Police officers, DCA inspectors) at all times. NYC Code §20-554(a)</p>	<input type="checkbox"/> Yes
<p>4 At all times while vending, Ticket Sellers must wear a jacket, vest, or other outerwear that indicates they are licensed. NYC Code §20-554(c)</p>	<input type="checkbox"/> Yes
<p>5 Ticket Sellers' outerwear must include their DCA license number and, if applicable, the name of the business that employs them. Tip: Text on the outerwear must be at least 1 inch high so it is readable from a distance of 10 feet. NYC Code §20-554(c)</p>	<input type="checkbox"/> Yes

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Vending	
<p>6 Ticket Sellers cannot vend in an aggressive manner.</p> <p>Tip: Ticket Sellers cannot approach, speak to, or follow people in an intimidating way. This includes conduct that makes people afraid of bodily harm or loss of property, causes unreasonable annoyance or alarm, or scares people into giving money.</p> <p>Tip: Ticket Sellers cannot use violent or threatening gestures.</p> <p>Tip: Ticket Sellers cannot intentionally touch people or their vehicles without consent.</p> <p>Tip: Ticket Sellers cannot intentionally block sidewalks or streets to prevent people and cars from getting by.</p> <p>NYC Code §20-556(a)</p>	<input type="checkbox"/> Yes
<p>7 Ticket Sellers cannot make fraudulent, misrepresentative, or false statements.</p> <p>NYC Code §20-556(k)</p>	
<p>8 Ticket Sellers cannot use equipment, stands, vehicles, racks, or displays.</p> <p><i>Exceptions:</i></p> <ul style="list-style-type: none"> • Ticket Sellers can use listed items to accommodate a disability. • Ticket Sellers can use equipment if they carry it at all times. <p>NYC Code §20-556(j)</p>	<input type="checkbox"/> Yes
<p>9 Ticket Sellers cannot vend in any of the following locations:</p> <ul style="list-style-type: none"> • Within a bus stop unless they are vending tickets for the mode of transportation or guided tour designated on the bus stop sign by the NYC Department of Transportation (DOT) • Within any taxi stand • On the sidewalk next to a hospital “No Standing” zone • Within 10 feet of a driveway • Within 20 feet of a subway entrance or exit • Within 10 feet of any corner • In the bed of a road • Wherever they would block the passage of pedestrians or vehicles • Within an area under the jurisdiction of the NYC Department of Parks & Recreation without written authorization • On the median strip of a divided roadway unless it’s a pedestrian mall • Within the 9/11 Memorial area: bounded by Broadway on the east, Liberty Street on the south, West Street on the west, and Vesey Street on the north <p>NYC Code §20-556(b), §20-556(c), §20-556(d), §20-556(f), §20-556(g), §20-556(h)</p>	

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10	Ticket Sellers must move from a location if ordered by a City officer (e.g., Police officer, Parks officer) or City employee due to “exigent circumstances.” Tip: “Exigent circumstances” include unusually heavy pedestrian or vehicular traffic; the existence of any obstructions in the public space; an accident, fire, or other emergency; parades; demonstrations. NYC Code §20-556(i)	<input type="checkbox"/> Yes
11	Ticket Sellers who vend in a pedestrian plaza must follow DOT rules , including: <ul style="list-style-type: none"> • Ticket Sellers cannot vend in areas that are designated by signs or marked as a Pedestrian Flow Zone. • Ticket Sellers cannot carry or wear signs or placards that are greater than 2 feet in height and 3 feet in length. • Ticket Sellers cannot use or block any person from using any amenity installed in the pedestrian plaza. “Amenity” includes chairs, tables, planters, benches, kiosks, utilities, and canopies. NYC Code §20-556(e); 34 RCNY §4-16(c)(2), 34 RCNY §4-16(d)(1), 34 RCNY §4-16(d)(9)	<input type="checkbox"/> Yes
Signs		
12	If there are limitations on using credit cards, such as minimum purchase amounts, the policy must be clearly posted at each entrance and in all advertising that indicates credit cards are accepted. 6 RCNY §5-24(b)	<input type="checkbox"/> Yes
Receipts		
13	Receipts must be given to customers for purchases over \$20 and upon request for purchases between \$5 and \$20. 6 RCNY §5-32(b)(2)	<input type="checkbox"/> Yes
14	The receipt must include each of the following: <ul style="list-style-type: none"> • Date of purchase • Amount paid for each item • Total amount paid • Separate statement of tax • Name and address of the business • DCA license number 6 RCNY §5-32(c), 6 RCNY §1-05	<input type="checkbox"/> Yes