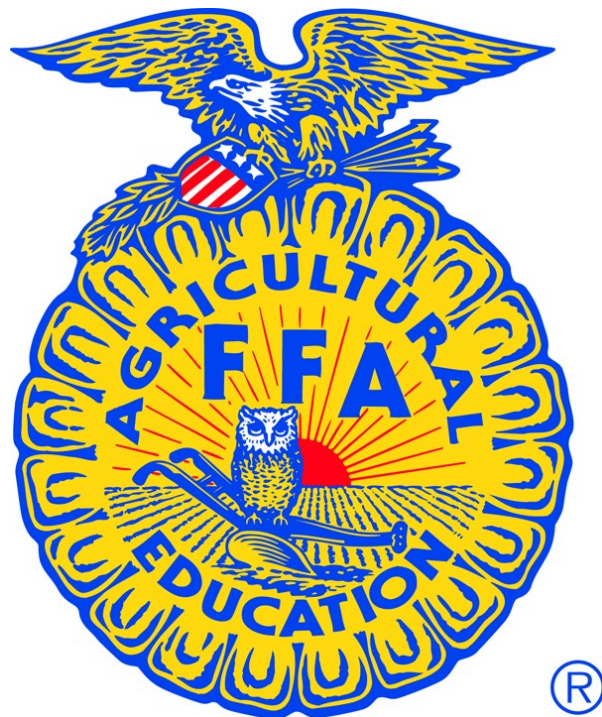




# 2025 National FFA Convention & Expo



October 29<sup>th</sup> – November 1<sup>st</sup>

Department of Business and Neighborhood Services  
Information Packet

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# Summary

Section 986-201 of the Revised Code of the Consolidated City of Indianapolis states, “Notwithstanding any other provision of this Code, the following activity shall be permitted within the special event zone boundaries during a civic sponsored special event, provided that a limited duration license is first issued by the division of construction and business services.”

This packet provides a summary of activities affected by the implemented clean zone that may necessitate limited duration licenses (LDLs). A limited duration license, defined by section 986-101 of the Revised Code of the Consolidated City of Indianapolis, is “a license issued by the division of construction and business services for a limited time frame within a defined area and for certain activities as authorized by this chapter.”

Limited duration licenses are subject to review by the event sponsor and are required for any activity listed below:

- Temporary Vending
- Sampling
- Temporary Signs
- Temporary Structures
- Currently Licensed Activity (where applicable)
- Use of Previously Vacant Structures
- Mobile Wireless Facilities

This packet includes a timeline for the clean zone, a map of the clean zone, frequently asked questions, and contact information for both Visit Indy and the Department of Business & Neighborhood Services.

A copy of [Chapter 986](#) of the Revised Code is posted on the special events website: <https://www.indy.gov/activity/special-events-permits>.

For questions and additional information, please contact the Department of Business and Neighborhood Services via email at [SpecialEvents@indy.gov](mailto:SpecialEvents@indy.gov).

Please be advised that all information included in this packet is provided for informational purposes and is subject to change. Changes and modifications will be posted on the special events [website](#).



# Relevant Dates

## September 29

Distribution of clean zone Information Packet

Department of Business and Neighborhood Services (“BNS”) begins accepting applications for all Limited Duration Licenses (“LDLs”)

Spaces within existing buildings that are vacant on this date are required to obtain a limited duration license prior to occupancy

## October 24

Final day to submit temporary structure permit applications to BNS to ensure proper processing and inspections for the temporary activity period

Final day to submit limited duration license applications to BNS for:

- Vending
- Sampling
- Signs
- Temporary Structures
- Currently Unlicensed Parking Facilities
- Currently Licensed Activity
- Mobile Wireless Facilities

Initial day that licensed temporary signs may be erected

Initial day that licensed mobile wireless facilities may be erected

Construction of licensed and permitted temporary structures may begin

Construction of licensed mobile wireless facilities may begin

Final day limited duration licenses will be issued for a previously vacant structure

The public may occupy all permitted and licensed temporary structures

## October 29

**Event activity period begins, Clean Zone requirements are in effect**

Initial time that licensed temporary vending may begin

Initial time that licensed sampling may begin

## November 1

**Event activity period ends. All temporary licensed activity must cease (Including, but not limited to, occupancy of temporary structures)**

## November 2

All licensed temporary structures must be completely removed

Licensed temporary signs must be completely removed

Licensed mobile wireless facilities must be completely removed



# Activity Specific Information

## Cart Vendors

Cart vendors must remain in their annually designated cart vendor zones. Cart vendors are not required to obtain a limited duration license if they stay within their own zones, even if their zone overlaps with the clean zone.

## Food Trucks

No vendor may set up within fifty (50) feet of the clean zone boundaries defined in the clean zone map without a limited duration license and direct approval from the event sponsor. Temporary vending limited duration licenses are \$75.00.

## Downtown Restaurants, Bars, and Hotels

As with previous Civic-Sponsored Special Events, any temporary vending, structures, or signage placed outdoors will require event sponsor approval and the issuance of a limited duration license from the Department of Business and Neighborhood Services. The fee for each limited duration license is \$75.00.

Vending includes, but is not limited to, selling or distributing goods, free or for a cost, directly to the public that is otherwise not permitted within the scope of your license.

## Sidewalk Cafés

This clean zone will not affect the day-to-day operations of existing sidewalk cafes; however, there should be no outdoor vending directly from your café to the public. Any temporary structures, signage, or vending that is otherwise prohibited will require a limited duration license and event sponsor approval.

## Shared Mobility

The event sponsor has requested the following areas to be geofenced from 12:01 a.m. on 10/29/2025 to 11:59 p.m. on 11/01/2025.

- Capitol Ave. from Washington St. to Merrill St.
- South St. from Missouri St. to Pennsylvania St.
- Georgia St. from Capitol Ave. to Pennsylvania St.
- Monument Circle
- Maryland St. from West St. to Capitol Ave.
- Missouri St. from Washington St. to Merrill St.
- Pennsylvania St. from Washington St. to Georgia St.

*Any unauthorized activity found operating within the clean zone during the period designated above is subject to enforcement action from BNS Inspectors and IMPD.*



# Prohibited Activity

## Unapproved Temporary Vending and Sampling

The outdoor sale or distribution of food and/or merchandise that has not been approved by the event sponsor, and that has not obtained a limited duration license from the Department of Business and Neighborhood Services, or that is not associated with a private event in a licensed temporary structure, will be prohibited.

The boring or cutting of any kind into a public way (including but not limited to a street, sidewalk, or alley) as part of a licensed temporary food or merchandise sales operation is prohibited.

*Any unauthorized activity found operating within the clean zone during the period designated above is subject to enforcement action from BNS Inspectors and IMPD.*

## Unapproved Signage and Advertising

Mobile advertising signs of any kind shall be prohibited with the exception of IndyGo buses and authorized event buses. Mobile advertising signs include any advertising on or attached to a vehicle, portable device, or person.

Food stands, booths, carts, pedal cabs, trucks, and trailers may not contain signage unrelated to that specific vendor and may not be used as mobile advertising instruments or billboards.

Signs located on buildings that are declared unsafe, as determined by BNS, are prohibited.

Freestanding signs will be prohibited. For applicants other than the event sponsor, only wall signs will be permitted with a Limited Duration License and approval from the event sponsor.

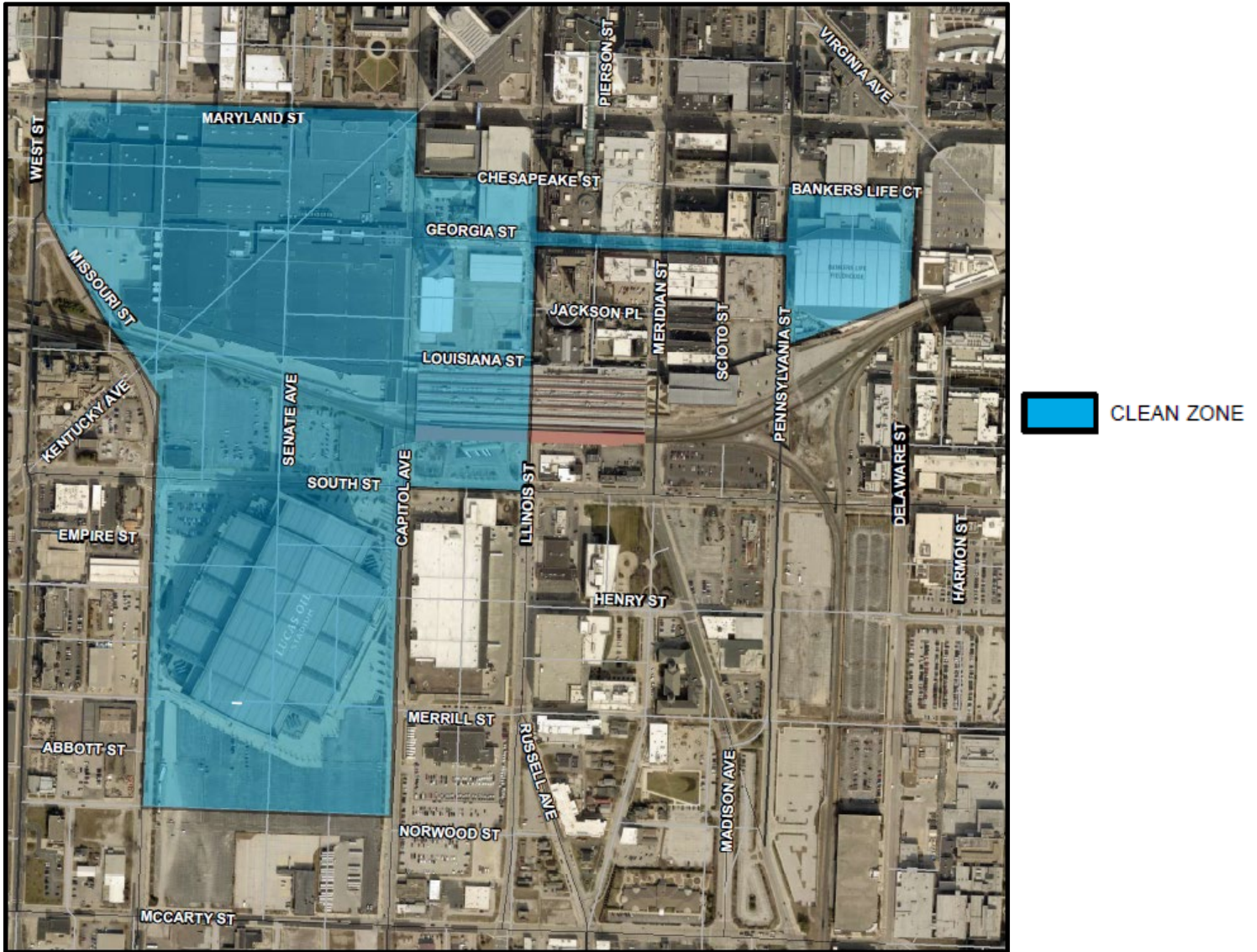
*Any unauthorized activity found operating within the clean zone during the period designated above is subject to enforcement action from BNS Inspectors and IMPD.*



# Clean Zone Map

## 2025 National FFA Convention & Expo

October 29, 2025 – November 1, 2025



### Boundaries

Please note that these boundaries are irregular. Please refer to the clean zone map for details.

**North** – Maryland Street between West Street and Delaware Street

**South** – Norwood Street between West Street and Delaware Street

**East** – Delaware Street between Maryland Street and Norwood Street

**West** – West Street between Maryland Street and Norwood Street



# Frequently Asked Questions (FAQs)

## **Q: What is a clean zone?**

**A:** A clean zone is a geographically defined area where an event sponsor has the authority to approve temporary activity based upon the content or type of such activity. This approval is limited to temporary activity. Decisions are made in conjunction with the City of Indianapolis to ensure that the interests of residents and neighbors are balanced with those of the event.

## **Q: How will my existing business operation be affected by the clean zone?**

**A:** All lawful, existing business operations not engaging in temporary activity will not be affected by a special event or creation of a clean zone. If you wish to make an improvement during this period that is not temporary, you will have to use the typical process to obtain permits, Regional Center approval, etc.

## **Q: If I am erecting a temporary structure that has advertising signs or mobile food set up within it, do I need to obtain multiple limited duration licenses?**

**A:** Yes, a separate limited duration license application, fee, and approval are required for each type of temporary activity. For example, a tent with a large advertisement imprinted on its roof would require a limited duration license for the temporary structure and the temporary sign. If the tent were to sell food or beverages, a limited duration license would also be necessary for the temporary vending.

## **Q: Where should submit my application for a limited duration license?**

**A:** All applications for a limited duration license may be obtained from and submitted to the Department of Business and Neighborhood Services, via email at [SpecialEvents@indy.gov](mailto:SpecialEvents@indy.gov).



# Contact Information



## Local Partner: **Visit Indy**

[Official Tourism Site of Indianapolis | Visit Indy](#)



# City of Indianapolis

Department of Business and Neighborhood Services

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**W:** [indy.gov](http://indy.gov): [Special Events Permits](#) | **E:** [SpecialEvents@indy.gov](mailto:SpecialEvents@indy.gov) | **P:** (317) 327-1617

