



BED-STUY ALIVE! COLLECTIVE

1585 Fulton Street
Brooklyn, New York 11216
www.bed-stuyalive.org



SAVE THE DATE
SATURDAY, OCTOBER 13, 2018
14th ANNUAL BED-STUY ALIVE! CELEBRATION
GALA KICK-OFF STREET FESTIVAL

August 20, 2018

Dear Community Merchant,



We want you with us! On Saturday, October 13, 2018, from 10:00 a.m. to 5:00 p.m., the Bed-Stuy Alive! Collective will kick off its 13th Annual Bed-Stuy Alive! Celebration with an exciting Community Festival. The event will take place on Fulton Street, between Marcy and Brooklyn Avenues, in front of the Restoration Complex.

Our Gala Kick-off will include:

- **Opening Program and the Tohma Y. Faulkner Awards Ceremony**
- **Restoration Rocks and More** ... A full day of entertainment featuring professional entertainers and local groups.

Discover Your Neighborhood Resource Expo...

Agencies and organizations will distribute information on their services

BED-STUY HERITAGE MARKETPLACE AND SAVOR BED-STUY FOOD COURT

- HERE'S HOW TO REGISTER -

\$100.00 (MERCHANDISE/CRAFTS) FOR EACH 10'X10' SPACE

\$150.00 (ALL FOOD) FOR EACH 10'X10' SPACE

NOTE: This is a **rain-or-shine event. No refunds will be issued for any reason.**

- 1. Prepare a money order made payable to: Brownstoners of Bedford-Stuyvesant, Inc.**
- 2. Read the *Guidelines for Vendors* and complete the application form.**
- 3. Attach your vendor permit to your application form.**
- 4. Mail the money order, **copy of permit**, and the completed form to:**

Bed-Stuy Alive!
P.O. Box 472167
Brooklyn, New York 11247

NOTE: PLEASE DO NOT HAND-DELIVER OR SEND ANY MONEY ORDERS TO COMMUNITY BOARD 3.

\$100 ADDITIONAL FOR ALL DAY-OF REGISTRATION

**FOR MORE INFORMATION: CALL THE BED-STUY ALIVE! HOTLINE AT (718) 574-1655
LEAVE A DETAILED MESSAGE, AND SOMEONE WILL RETURN YOUR CALL.**

Please Read the Guidelines for Vendors
BED-STUY ALIVE! 2018- GUIDELINES FOR VENDORS

1. NEW YORK CITY PERMITS

PLEASE NOTE: The information outlined below pertains to permits that are required by New York City agencies for all vendors participating in street fairs.

Please do not contact the Community Board office for information regarding these permits.

Call 311 or one of the numbers listed.

YOU MUST ATTACH YOUR PERMIT TO YOUR APPLICATION FORM

YOU MUST HAVE YOUR PERMIT AVAILABLE FOR INSPECTION ON OCTOBER 6TH.

FOR ALL NON-FOOD VENDORS

All non-food vendors must obtain a valid Temporary Street Fair Vendor Permit. The permit is issued by the New York City Department of Consumer Affairs.

An application is available on line at <http://www.nyc.gov/html/licenses/111.shtml>.

THIS SITE WILL PROVIDE ALL CURRENT INFORMATION.

These are the items you must have for filing: (See also the website.)

- ✓ Photo ID
- ✓ Passport size current color photo of yourself
(If you have held a Temporary Permit within the past two years, you do not need to submit a picture.)
- ✓ Sales Tax Identification Number
(If you do not have this number, you can file for a **Certificate of Authority** with the NYS Department of Taxation and Finance. Visit www.nystax.gov or call (800) 698-2909. This may take four to six weeks, so start early.)
You can also file in person at: NYS Dept of Finance and Taxation, 55 Hanson Place, Brooklyn, NY
Monday – Friday – 9 am to 5 pm (718) 722-2030
- ✓ Child Support Certification Form
- ✓ Permit fee of \$10 for each month – payable to NYC Department of Consumer Affairs
Online submission - by major credit card only
In-person/mail in – major credit card; money order, or check

In-person filing: NYC Licensing Center, 42 Broadway, 5th Floor, NY 10004 Call (212) 487-4104 or 4105 for information.

Online filing: Follow the link noted above

- GIVE YOURSELF PLENTY OF TIME TO COMPLETE THE PROCESS
- IF YOU ALREADY HAVE A PERMIT THAT WILL STILL BE VALID ON OCTOBER 13th, PLEASE ATTACH A COPY WITH YOUR APPLICATION FORM. *YOU DO NOT NEED TO APPLY AGAIN.*

FOR ALL FOOD VENDORS

All food vendors must obtain a Temporary Food Service Permit (Street Fair) from the Department of Health and Mental Hygiene.

NOTE: For Bed-Stuy Alive!, you will be applying for a **Certificate of Registration**, since Alive! is a one day event, operating within a one block area. There is no fee for the Certificate of Registration.

These are the items you must have for filing: (See also the website.)

- ✓ CERTIFICATE OF PARTICIPATION AND SPONSORSHIP LETTER
This form will be mailed to you ONLY if application is received BEFORE September 7th, in order to give you time to file your application with the Department of Health and Mental Hygiene.
- ✓ DOHMH completed application (see website for application)
- ✓ Proof of social security number or NYS certificate of authority
- ✓ Proof of home address
- ✓ Passport size current photo of yourself
- ✓ Rules and guidelines for operating a temporary food service establishment
(Obtain online at <http://www.nyc.gov/doh/html/inspect/special.shtml>) This site will provide you with all current information.)

In-person filing: NYC Licensing Center, 42 Broadway, 5th Floor, NY 10004 (212) 487-4104 or 4105

2. BED-STUY ALIVE! GUIDELINES (INITIAL)

- ✓ All spaces will be assigned ON A FIRST-COME/FIRST-SERVED BASIS (AS REGISTRATIONS ARE RECEIVED).
- ✓ You are responsible for bringing your own tables, tents, and chairs. **NO TABLES OR CHAIRS WILL BE AVAILABLE.**
- ✓ Set-up time is **8:00 a.m.** ALL EXHIBITS MUST BE SET UP BY **9:00 A.M.**
- ✓ REMINDER: You must have all required permits available for inspection.
Bed-Stuy Alive! does not allow the selling, display or giveaway of:
Any type of drugs, tobacco products, paints, and weapons of any kind (including toy pistols)
Stolen merchandise of any kind, including pirated cd's and DVD's. Items that by sale, possession, or use, are in violation of city, state or Federal laws



Bed-Stuy Alive! Gala Kick-off – Oct. 13, 2018 VENDOR REGISTRATION FORM



THANK YOU FOR PRINTING

Name of Business: _____

Name of Owner: _____

Name of Contact Person [If Applicable] _____

Address: _____ zip code _____

Phone: _____ Cell No. _____

E-mail address: _____

Best Time to Contact You by Phone _____

Description of Merchandise You will Sell at the Kick-off:

Amount of Money Order _____ \$100.00 per 10'x10' space

EARLY BIRD MONEY ORDER _____ \$75.00 per 10'x10' space [] Number of spaces needed

Amount of Money Order _____ \$150 per FOOD VENDOR SPACE

EARLY BIRD MONEY ORDER _____ \$125.00 per FOOD VENDOR SPACE

Date on Money Order _____

Name of Person Completing this Form _____

Telephone # _____ Email Address _____

Mailing Address _____/zip _____

City/Borough _____ State _____

**I have read and understood the Guidelines for Vendors. I agree to abide by all of the requirements.
I have attached my vendor permit.**

Vendor's Signature

Date

FOR OFFICE USE ONLY

Date Received: _____

Form of Payment: **MONEY ORDER**

Amount of Payment: \$ _____

Space(s) Assigned: _____
