

THE 43rd ANNUAL ATLANTIC ANTIC™ VENDOR APPLICATION & RULES FOR PARTICIPATION

SUNDAY, SEPTEMBER 24, 2017 12PM-6PM • RAIN OR SHINE

PLEASE READ ENTIRE APPLICATION TO DETERMINE YOUR TOTAL PARTICIPATION FEE AND ALL MANDATORY PERMITS REQUIRED.

YOU WILL BE HELD LEGALLY RESPONSIBLE FOR KNOWING AND UNDERSTANDING THE RULES AND REGULATIONS STATED WITHIN THIS APPLICATION.

APPLICATION GUIDELINES

- All spaces are sold by linear footage in increments of 10 feet. This space begins at the curb and extends 10 feet out on the street, resulting in a total booth size of 10x10, 10x20 or 10x30.
- There is an additional \$75 fee required to obtain permission to bring and use a generator at the Atlantic Antic™.
- Only applications that are completely filled out, signed, and submitted with payment in full by the specified deadlines will be processed. Please allow 4-6 weeks for your application and payment to be processed.
- **You will receive a confirmation email from the Atlantic Avenue Local Development Corporation (AALDC) when your application has been processed. If you do not provide an email address on your application, you will not be notified.**
- Incomplete applications will NOT be processed. You MUST indicate all merchandise and programming that will be at your space and receive approval from the AALDC (ex. Face painting, bubble machines, etc.).

GENERAL RULES

- **YOUR SPACE IS NON-TRANSFERABLE. You are prohibited from selling your space or sharing your space with a third party (including any participating merchants or vendors). If you sublet your space, our security team will remove the unauthorized occupant.**
- Your space begins at the curb on the street. All sidewalks must be clear for pedestrian access. Thus, setting up on the sidewalk is strictly prohibited. The obstruction of fire hydrants is also prohibited.
- You are prohibited from selling merchandise not specified within your application.
- **You are responsible for furnishing all tables, chairs, tents, signage, generators, and merchandise for your booth.**
- NO amplified sound (including radios, televisions, loudspeakers, etc.) is permitted at any booth unless permission has been granted by the Atlantic Avenue Local Development Corporation prior to the day of the event. If our security team requests that you lower the volume at your booth, you must comply or your booth will be shut down.
- The sale, display, or distribution of silly string, smoke bombs, toy guns, or other merchandise that may be a nuisance or danger to festival participants is strictly prohibited.
- **NO alcoholic beverages may be sold/served at the Atlantic Antic™.**
- **NO food may be sold/served at the Atlantic Antic™ unless you obtain a valid Temporary Food Service Establishment Permit (Street Fair) from the Department of Health and Mental Hygiene (DOHMH). For more information, refer to the Permit Information on Page 2 of this Application.**
- Vendors MUST keep area clean and neat at all times. All garbage in your area is your responsibility and must be removed during and immediately after the event by your staff.
- The assignment of exhibit spaces shall be solely at the discretion of the AALDC.
- No signage may be attached to any venue fixtures, city poles, etc.
- All Vendors MUST load-in at prescribed time – NO EXCEPTIONS – Times will be sent to you upon acceptance of your application.
- All merchandise MUST remain inside booths at all times.
- Vendors are responsible for opening on time. Vendors will be notified of opening and closing times.

IF NOT APPLYING AND PAYING ONLINE, PLEASE ENCLOSE PAYMENT AND RETURN PAGES 4, 5, 6 AND 7 OF THIS APPLICATION TO: Atlantic Avenue Local Development Corporation

494 Atlantic Avenue • Brooklyn, New York 11217 Tel: 718-875-8993 • Fax: 718-935-0832 • atlanticantic@atlanticave.org

For additional information, please visit: www.atlanticave.org

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CERTIFICATE OF PARTICIPATION

All accepted applicants will receive a participation packet in September via postal mail or optional pick-up schedule. Your participation packet will include your space assignment, a map indicating the exact location of your space, and a Certificate of Participation, which you will need on the day-of. No vendor will be permitted to set up at the Atlantic Antic™ without an official Certificate of Participation issued by the Atlantic Avenue Local Development Corporation.

CERTIFICATE OF AUTHORITY

All applicants MUST have a valid 9, 10, or 11-digit Sales Tax Certificate of Authority (Tax ID Number) from the Department of Taxation and Finance (DTF). To apply for a Sales Tax Certificate of Authority please call 518.485.2889 OR visit: <http://www.tax.ny.gov/bus/ads/webdtf17.htm>. Applicants must note the following:

- The application can only be viewed on Internet Explorer, Mozilla Firefox, Camino, or Netscape.
- You are legally responsible for educating yourself on how to obtain a Sales Tax Certificate of Authority and monitoring the DTF website to ensure you have the most up to date information.
- You will need a Tax ID Number to apply for the Atlantic Antic™ AND all necessary permits required.
- You MUST apply for a Sales Tax Certificate of Authority by JULY 12, 2017

PERMIT INFORMATION

All permits must be valid on September 24, 2017. If you do not submit a copy of your permit to the Atlantic Avenue Local Development Corporation prior to the event date and you do not have a copy of this permit on the day-of, you will not be able to participate.

VENDORS: Temporary Street Fair Vendor Permit (111)

All vendors (excluding food vendors) MUST obtain a valid Temporary Street Fair Vendor Permit (111) from the Department of Consumer Affairs (DCA) in order to participate in the Atlantic Antic™. To apply for this permit please visit: <http://on.nyc.gov/AnticVendorPermitApp> OR call 311 (212.NEW.YORK if outside of New York City). Applicants must note the following:

- You are legally responsible for educating yourself on how to obtain a Temporary Street Fair Vendor Permit (111) and monitoring the DCA website to ensure you have the most up to date information.
- **You MUST submit a copy of your Temporary Street Fair Vendor Permit (111) to the AALDC by AUGUST 31, 2017. Please give yourself enough time to apply in order to submit to the AALDC by this date.**

FOOD VENDORS: Temporary Food Service Establishment Permit

All food vendors MUST obtain a valid Temporary Food Service Establishment Permit (Street Fair) from the Department of Health and Mental Hygiene (DOHMH) in order to sell/serve food at the Atlantic Antic™. To apply for this permit please visit: <http://bit.ly/AnticFoodPermitApp> OR call 311 (212.NEW.YORK if outside of New York City).

Applicants must note the following:

- You are legally responsible for educating yourself on how to obtain a Temporary Food Service Establishment Permit (Street Fair) and monitoring the DOHMH website to ensure you have the most up to date information.
- You MUST present a copy of this application when applying for this permit, which will be sent to you via postal mail in September by the Atlantic Avenue Local Development Corporation.
- **You MUST submit a copy of your Temporary Food Service Establishment Permit (Street Fair) to the AALDC by August 31, 2017. Please give yourself enough time to apply in order to submit to the AALDC by this date.**
- **If you are grilling or cooking food on-site at your booth space/s, by August 31, 2017 you must provide a copy of your insurance policy and name the Atlantic Avenue Local Development Corp. as additional insured.**

NON-PROFIT ORGANIZATIONS: Public Solicitation License

All non-profit organizations (excluding churches, religious groups, and educational institutions) that will be engaging in monetary transactions or soliciting monetary donations MUST obtain a valid Public Solicitation License from the Human Resources Administration (HRA) / Department of Social Services in order to participate in the Atlantic Antic™. To obtain an application please visit: <http://on.nyc.gov/AnticHRAPermitInfo> OR call 212.331.5166.

Applicants must note the following:

- You are legally responsible for educating yourself on how to obtain a Public Solicitation License and monitoring the HRA website to ensure you have the most up to date information.
- **You MUST apply for a Public Solicitation License by July 31, 2017 in order to submit it to the AALDC by August 31, 2017.**

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**PARTICIPATION FEE
STANDARD SPACE**

Please note your Fee Category below. You may purchase one standard 10x10 space for a fee specified below.

FEE CATEGORY		EARLY BIRD BEFORE JUNE 23 rd (Last Acceptance = June 22 nd)	REGULAR BETWEEN JUNE 23 rd & AUGUST 3 rd
1	Food Vendor	\$435	\$485
2	General Vendor	\$360	\$410
3	Craft Vendor	\$235	\$285
4	Non Profit Vendor	\$235	\$285
5	Corporate Vendor	Please call for fee	Please call for fee

FEE CATEGORY DEFINITIONS

1 - Food Vendor: Distributor or seller of food and non-alcoholic beverages whether pre-made, pre-packaged/bottled, or prepared on-site. Ex: Hot dogs, baking mixes, protein bars, chips, smoothies, water, etc.

2 - General Vendor: Distributor or seller of general merchandise or services; performer of on-site services, either for a fee or free of charge, that promote/benefit his or her business/services; distributor or seller of pamphlets and other materials that provide information about and promote his or her business/services.

Ex: Clothing, accessories, electronics, books, CDs; Salon/spa services, computer services, vet services, etc.

Please note, Corporate Vendors cannot apply within this category.

3 - Craft Vendor: Self-employed artists, artisans, and designers distributing or selling handmade/handcrafted products; self-employed artists, artisans, and designers performing on-site services, either for a fee or free of charge. Ex: Handmade/handcrafted hats, clothing, baskets, jewelry, paintings; Face painting, caricatures, photography

4 - Non-Profit Vendor: 501(c)(3), Religious or Government Organizations designated as tax exempt by the IRS. Ex: Non-profit pamphlet/brochure distribution; if selling goods/merchandise for donations, you must apply for a public solicitation license and may also be required to apply for other vendor permits (see pg. 2)

5 – Corporate Vendor: Corporations wanting to participate are required to call or e-mail the AALDC office to obtain a special Corporate Vendor application and pricing. Please contact the AALDC Office at 718-875-8993 or e-mail atlanticantic@atlanticcave.org for more details.

ADDITIONAL SPACE

Additional 10x10 space(s) may be purchased to expand your standard 10x10 space (resulting in a total booth size of 10x20 or 10x30). Additional 10x10 space(s) may also be placed at a different location on Atlantic Avenue. The fee for each additional 10x10 space is based on your fee category specified above.

CORNER SPACE

A limited number of corner spaces at an additional fee of \$325 on top of your booth/space fee may be available. These spaces are not automatically guaranteed upon applying and making your payment. If you are interested in a corner space/s you are required to make advance payment with this application and specify which corners you are interested in. We will notify you of final corner space approval via email or phone by end of August 2017.

GENERATOR USE

There is an additional non-refundable \$75 fee required to request permission to bring a generator at the Atlantic Antic™. Vendors wishing to bring a generator MUST clearly indicate their request for permission on this Application in order to obtain approval from the Atlantic Avenue Local Development Corporation. Vendors are required to supply their own generator.

OPTIONAL DONATION TO THE AALDC Youth Community Scholarship Program

There is an option to support the AALDC Youth Community Scholarship Program with a \$5 or more donation. More information on this program can be found on the AALDC Website here: <http://atlanticcave.org/our-programs/scholarships/>

PAYMENT ACCEPTANCE AND PROCESSING FEE

The deposit of your payment with this application does not guarantee final acceptance. If your application is not accepted, you will be notified and receive a refund via check. There is a \$15 non-refundable processing fee required for each application submitted. If you are applying for any spaces online via our website, all processing fees and applicable Paypal fees are non-refundable (Paypal fees = 2.2% of total paid + \$0.30).

PAYMENT

- All specified payments are due IN FULL with the submission of this Application.
- NO personal checks or cash payments are permitted; Credit cards are accepted for online applications ONLY.
- **Acceptable payment methods for paper applications ONLY include:**
Bank Certified Check, Business Check or Money Order
- If not applying and paying online, **Please make check or money order payable to: Atlantic Avenue LDC**

ABSOLUTELY NO REFUNDS WILL BE ISSUED unless we do not accept your application!

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PARTICIPATION FORM

In order to participate in the 43rd Annual Atlantic Antic™, you MUST complete the following form.

FEE CATEGORY NUMBER: _____
Based on Categories on Page 3

IMPORTANT: IF ANY OF THE FOLLOWING INFORMATION IS MISSING, YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE, YOUR APPLICATION WILL NOT BE PROCESSED, AND YOU WILL NOT RECEIVE A BOOTH.

BUSINESS NAME

APPLICANT/CONTACT NAME

ADDRESS

SUITE/APT #

CITY, STATE

ZIP CODE

BUSINESS PHONE

CELLPHONE

EMAIL ADDRESS*

NAME AND ADDRESS ON CHECK OR MONEY ORDER IF DIFFERENT FROM ABOVE

TAX ID OR EMPLOYEE ID NUMBER*

TAX-EXEMPT NUMBER (FOR NON-PROFIT ONLY)

WILL YOU HAVE A GENERATOR IN YOUR SPACE? **YES** **NO** If YES, how many? _____

DESCRIPTION OF MERCHANDISE SOLD (PLEASE USE TWO LINES PROVIDED ONLY)

***APPLICATIONS THAT DO NOT INCLUDE A VALID EMAIL ADDRESS AND TAX ID WILL NOT BE ACCEPTED. IF YOU ARE A NON-PROFIT OR TAX-EXEMPT ORGANIZATION PLEASE INCLUDE YOUR TAX-EXEMPT NUMBER. PLEASE PROVIDE AN EMAIL ADDRESS THAT YOU CHECK REGULARLY SO THAT YOU MAY RECEIVE A CONFIRMATION EMAIL WHEN YOUR APPLICATION HAS BEEN PROCESSED AS WELL AS CRITICAL PARTICIPATION INFORMATION PERTAINING TO THE ATLANTIC ANTIC™ STREET FESTIVAL.**

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SPACE REQUEST FORM

Fee based on Standard Space Fee specified on Page 3 of this Application. To purchase one 10x10 space, more than one 10x10 space, corner space(s), OR request permission to bring a generator, please calculate your total fee below:

Line Item	Cost	Qty	Total (Cost x Qty)
1. 10x10 Space (fee based on Standard Space Fee on Page 3)	\$		\$
2. CORNER Space	\$325		\$
3. Generator Use	\$75		\$
4. Application Processing Fee THIS IS A NON-REFUNDABLE FEE	\$15	1	\$15
5. DONATE \$5 OR MORE TO THE AALDC YOUTH COMMUNITY SCHOLARSHIP PROGRAM (OPTIONAL)	\$5		\$
	TOTAL FEE DUE (Item Totals 1+2+3+4+5)		\$

If purchasing more than one space, please indicate with an if you want additional space/s to be:
 together (ex. 10x20) OR separate (on different blocks)

LOCATION REQUEST FORM

Did you participate as a vendor last year (2016)? YES NO

If you selected YES, do you wish to have the same space/location as last year (If you did not participate in 2016, please choose N/A)? YES NO N/A

Please specify preferred location for your space(s). Space is allocated on a first come, first served basis. We do our best to accommodate all requests but there are NO GUARANTEES!

STANDARD 10x10 SPACE

Between _____ & _____
Street Street Write any additional requests here

Preferred Side of Atlantic Avenue: North South
(North side of Atlantic Avenue is 1 block from State St.; South side of Atlantic Avenue is 1 block from Pacific St.)

ADDITIONAL 10x10 SPACE

Between _____ & _____
Street Street Write any additional requests here

Preferred Side of Atlantic Avenue: North South
(North side of Atlantic Avenue is 1 block from State St.; South side of Atlantic Avenue is 1 block from Pacific St.)

ADDITIONAL 10x10 SPACE

Between _____ & _____
Street Street Write any additional requests here

Preferred Side of Atlantic Avenue: North South
(North side of Atlantic Avenue is 1 block from State St.; South side of Atlantic Avenue is 1 block from Pacific St.)

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IF YOU WOULD LIKE TO SELL FOOD AT THE ATLANTIC ANTIC™ PLEASE APPLY FOR A TEMPORARY FOOD SERVICE PERMIT (STREET FAIR): <http://bit.ly/AnticFoodPermitApp> and submit to the AALDC NO LATER THAN AUGUST 31, 2017.

IF YOU WOULD LIKE TO SELL ART, CRAFTS, GENERAL MERCHANDISE, OR PERFORM ANY SERVICES AT THE ATLANTIC ANTIC™ PLEASE APPLY FOR A TEMPORARY STREET FAIR VENDOR PERMIT (111): <http://on.nyc.gov/AnticVendorPermitApp> and submit to the AALDC NO LATER THAN AUGUST 31, 2017.

IF YOU ARE A NON-PROFIT OR TAX-EXEMPT ORGANIZATION PLEASE INCLUDE A COPY OF YOUR IRS LETTER OF DETERMINATION WITH THIS APPLICATION. IF YOU WOULD LIKE TO SOLICIT MONETARY DONATIONS AT THE ATLANTIC ANTIC™ PLEASE APPLY FOR A PUBLIC SOLICITATION LICENSE: <http://on.nyc.gov/AnticHRAPermitInfo> and submit to the AALDC NO LATER THAN AUGUST 31, 2017.

NO APPLICATIONS WILL BE ACCEPTED AFTER THE SPECIFIED DEADLINES.
APPLICATION PROCESSING FEES AND ONLINE PAYPAL FEES INCURRED BY THE AALDC WILL NOT BE REFUNDED UNDER ANY CIRCUMSTANCES.

ALL VENDORS MUST SIGN

In connection with the Atlantic Antic™, I/We agree to indemnify, hold harmless, and defend the Atlantic Avenue Local Development Corporation and their respective officers, directors, employees, contractors and agents for any cost, loss, or damage claimed by any third party as a result of my/our activities, including any fines due to lack of permits. I/We agree to comply with the terms and provisions set forth in this Application, and to comply with the Rules of the Atlantic Antic™.

BY SIGNING THIS APPLICATION, I/WE ATTEST THAT THE INFORMATION PROVIDED WITHIN THIS APPLICATION IS TRUE AND ACCURATE AND THAT I/WE WILL BE HELD LIABLE FOR ANY FALSIFIED INFORMATION. I/WE ALSO UNDERSTAND THAT ACCEPTANCE IS NOT GUARANTEED AND THE ATLANTIC AVENUE LOCAL DEVELOPMENT CORPORATION HAS A RIGHT TO DENY MY/OUR APPLICATION.

VENDOR SIGNATURE

DATE

VENDOR NAME PRINTED

ALL FOOD VENDORS MUST ANSWER COOKING QUESTION AND SIGN

WILL YOU BE GRILLING OR COOKING IN YOUR SPACE? YES NO

REMINDER: If you answered YES, by August 31, 2017 you must provide a copy of your insurance policy and name the Atlantic Avenue Local Development Corporation as additional insured for September 24, 2017.

I _____ (PRINT NAME) am selling food at the Atlantic Antic™ Street Festival on September 24, 2017. I agree to indemnify, hold harmless and defend the Atlantic Avenue Local Development Corporation and their respective officers, directors, employees, contractors and agents from any cost, loss or damage claimed by any person as a result of eating my food or drinks.

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Rules for Cooking Fuels

Kerosene Storage and Use:

- Cooking equipment fueled by gasoline or other flammable oil or liquid shall not be permitted.
- Only cooking equipment approved for use with kerosene fuel shall be permitted.
- A maximum storage of 10 gallons of kerosene, in approved safety cans, shall be permitted for each vendor Liquefied Petroleum Gases (LPG).
- Only cooking equipment approved for use with LPG shall be permitted.
- LPG storage and use shall be limited to two (2) cylinders per LPG appliance, each with a capacity not exceeding 20 lbs.
- There shall be a person responsible for operation of each LPG appliance. One person may not operate more than one LPG appliance.
- A separation distance of 5 feet shall be maintained between LPG cylinders connected for use to LPG appliances.
- No mobile food unit shall store or use LPG for cooking or any other purpose within:
 - 2 feet of any combustible material or any building
 - 5 feet of any flammable gas storage, including other mobile food unit that is equipped with LPG containers; any below-grade building opening, including any door, operable window or intake or exhaust vent, any subway vent, or any other subway opening
 - 10 feet of any building of wood frame construction; any building occupied as a multiple dwelling, educational, health care or religious purpose, place of public assembly, or other place of public gathering; any subway entrance or exit; any vent or fill line of any flammable liquid storage tank; or 20 feet of any building entrance
- LPG cylinders shall be supported and secured in an upright position and shall be protected from mechanical injury.
- Only LPG cylinders meeting the specifications of U.S. Department of Transportation shall be permitted.
- LPG cylinders in excess of 16.4 ounces capacity shall not be stored or used indoors or below grade level.
- Each LPG cylinder in use shall be equipped with a low-pressure regulator.
- LPG cylinders may be connected to cooking equipment by a non-metallic hose if all equipment and components are stored, used and connected for use outdoors. The hose shall be designed for a working pressure of at least 250-psi and shall be as short as practical to prevent kinking.
- A permit is required for the storage/use of LPG in quantities exceeding 400sf.

Charcoal Fueled Barbeques:

- All grills must be at least ten (10) feet away from all combustible items.
- At least two (2) 2-A rated fire extinguishers shall be provided for each grill.
- There shall be no storage or use of VIO (lighter fluid) during event hours. Charcoal may be ignited by starter fluid before the beginning of the event ONLY. Electric charcoal starters may be used anytime.

Portable Generators:

- Portable generators must be approved by a recognized testing laboratory and be so labeled.
- Fuel tank fill caps on portable generators shall not be opened during event hours.
- Fuel tanks of portable generators shall not be filled during event hours.
- At least one 10-B rated fire extinguisher is required at each generator.
- No fuel storage shall be allowed in or near vendor booths.

Charcoal Briquettes and Other Solid Fuels:

- Charcoal briquettes or other solid fuel used for cooking or food-warming purposes shall be stored in a metal cabinet. Such cabinet shall be situated in a cool, dry location.
- The Fire Department of New York must approve all open flame wood burning devices.

Please be sure to have with you on September 24, 2017 all of your device certification documents as the Atlantic Antic™ Event Staff will be visiting all food vendors with the Fire Department to ensure all participants are acting in accordance with the above rules and regulations.

I have read the statement above and understand that the lack of complying with these rules and regulations will result in a fine and the termination of my admission to the event and right to be a vendor at the Atlantic Antic™.

SIGNATURE

DATE

FULL NAME PRINTED

BUSINESS NAME

**THANK YOU!
WE LOOK FORWARD TO YOUR PARTICIPATION.**

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