

## FOR CRAFT VENDOR

We value transparency. Transparency means that you honestly and accurately represent yourself, your items, and your business. **Reselling is prohibited in the handmade category.** As a handmade seller, you agree that you are a self-employed artist, artisan, and designer distributing or selling handmade/handcrafted products; Or self-employed artist, artisan, and designer performing on-site services, either for a fee or free of charge. Ex: Handmade/handcrafted hats, clothing, baskets, jewelry, paintings; face painting, caricatures, photography, etc. **CORPORATE VENDORS CANNOT APPLY WITHIN THIS CATEGORY.**

### USE THE FOLLOWING AS A CHECKLIST TO ENSURE THAT YOU ARE SUBMITTING THE APPROPRIATE DOCUMENTS.

#### 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>

#### Temporary Street Fair Permit

As a vendor who wishes to sell their merchandise you are legally required to have a valid [Temporary Street Fair Permit](#). To apply for this permit please visit <https://nyc-business.nyc.gov/nycbusiness/description/temporary-street-fair-vendor-permit>.

#### Proof of craft

You are required to submit photographs/videos (not stock photos/video) of the handmade items. The office may ask you how your items are made, what workspace, tools, and equipment you use. This will impact the decision on whether you qualify as a craft vendor. *This decision is at the discretion of the AALDC*

#### Applicants must note the following:

- All required documents/permits must be submitted to the office no later than **Thursday August 29, 2024.**
- You are legally responsible for educating yourself on how to obtain a [Temporary Street Fair Vendor Permit](#) and monitoring the DCA website to ensure you have the most up to date information.

#### Contact Information



[NYC Department of Consumer and Worker Protection \(DCWP\)](#)

42 Broadway  
New York, NY 10004

Mondays-Thursdays: 8:00 AM - 4:00 PM

[NYC Small Business Support Center](#)

90-27 Sutphin Boulevard, 4th Floor  
Jamaica, NY 11435

Mondays-Thursdays: 8:00 a.m. to 4:00 p.m.

Phone: 718-570-8500

[ELP@dca.nyc.gov](mailto:ELP@dca.nyc.gov)

(212) 436-0441

[LicensingAppointments@dca.nyc.gov](mailto:LicensingAppointments@dca.nyc.gov)

(212) 487-4104

[onlineappsdocs@dca.nyc.gov](mailto:onlineappsdocs@dca.nyc.gov)

(212) 487-4105

#### Certificate Of Participation

All accepted applicants will receive a participation packet in September via postal mail or pick-up. Your participation packet will include your assigned booth space, 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.