

FOR NONPROFIT VENDOR

The following is for a Non-Profit Vendor: 501(c)(3) / 501(c)(4) / 501(c)(5), Religious or Government Organizations designated as tax exempt by the IRS. Ex: Non-profit vendors are limited to the following: pamphlet/brochure distribution; raising funds, however please note 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. Please note programming such as interactive activities/etc. must be specified in your application and are subject to approved by the AALDC. **CORPORATE VENDORS CANNOT APPLY WITHIN THIS CATEGORY.**

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

Proof of Non-Profit Status

Submit proof of current non-profit status, i.e: Tax Affirmation Letter, recent 990 form, or fiscal sponsor letter

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:

<https://www1.nyc.gov/assets/hra/downloads/pdf/about/foil/PUBLIC%20SOLICITATION%20APPLICATION%20-%202015.pdf> OR call 212.331.5166

Temporary Street Fair Permit

If you are looking to sell any goods/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>.

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

(212) 436-0441

LicensingAppointments@dca.nyc.gov

(212) 487-4104

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.