



BED-STUY ALIVE! COLLECTIVE

c/o The City of New York – Community Board 3
1360 Fulton Street
Brooklyn, New York 11216

**GENTLE REMINDER
BED-STUY ALIVE! GALA
STREET FESTIVAL
SATURDAY, OCTOBER 11, 2014**



August, 2014

Dear Community Merchant,



Did you forget us??????

We want you with us! On Saturday, October 11, 2014, from 10:00 a.m. to 5:00 p.m., the Bed-Stuy Alive! Collective will kick off its 10th 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**
- **Bed-Stuy Food and Family Day Events**
- **Restoration Rocks and More** A full day of entertainment featuring professional entertainers and local groups.
- **Bed-Stuy Helps** Agencies and organizations will distribute information on their services.

• **Bed-Stuy Marketplace and Savor Bed-Stuy Food Court**

This is an invitation for your enterprise to be part of this ground-breaking celebration of our neighborhood. We invite you to be a part of our popular **Marketplace and Food Court**. Last year, the Kick-off Festival played host to thousands of participants. We want to create an atmosphere that will invite visitors (as well as our own neighbors) to stay, shop, eat, and enjoy the best of Bedford-Stuyvesant.

- HERE'S HOW TO REGISTER -

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

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

YOU MUST BRING YOUR OWN SET-UP (TABLE, TENT, CHAIRS, TRASH RECEPTACLES, ETC.)

YOU ARE RESPONSIBLE FOR OBTAINING ALL PERMITS

NOTE: YOU MUST ATTACH YOUR VENDOR PERMIT TO YOUR REGISTRATION FORM

Please Read the Guidelines for Vendors

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 the your application form.
4. Mail or hand-deliver the money order, **copy of permit**, and the completed form to:

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

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

There will be no registration on the day of the event.

REGISTER EARLY ... SPACES ARE VERY LIMITED!

DEADLINE ... SEPTEMBER 12TH

You will receive a receipt and more details in the mail.

Yours truly

Stephanie Faulkner

Stephanie Faulkner, Chair, Bed-Stuy Alive! 2014

BED-STUY ALIVE! 2014- 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 11TH.

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 11TH, 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. 11, 2014

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 [] Number of spaces needed

Amount of Money Order _____ \$150 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:

