

# FIRST TIME VENDOR

What Must I Do?

LET'S GET YOU **STARTED!**

★ **4** easy steps to become a new vendor ★

## STEP 1:

You must **become a member** with *Mardi Gras Productions* to work at our Spectacular events. There is a **\$55 annual fee** to become a member. You will receive a *Mardi Gras* Membership Card with an I.D.# and be entered into our system so that you will receive all current schedules, updates and space assignments.

## STEP 2:

**Purchase a space** in one of our events.

## STEP 3:

**Get a New York State Certificate of Authority** (Sales Tax #). It's Easy to Apply for. There is **NO FEE** for this. It's **FREE**.

- Just go here and *Create an Account*: <https://my.ny.gov/SelfRegV3/selfreg.xhtml?app=nyappelic>
- Select *Apply now for a new license or permit*
- Search for *Application for a Certificate of Authority* and complete it.

After you've received your New York State Certificate of Authority, please provide a copy to *Mardi Gras Productions*.

## STEP 4:

### NON-FOOD VENDORS ONLY

You must apply for a

**TEMPORARY STREET FAIR VENDOR PERMIT.**

There is a \$10 per month fee.

You can get a permit for 1 month or for several months. You must bring a letter from *Mardi Gras* (given upon request after purchase) and your New York State Certificate of Authority (Sales Tax #).

After you've received your

**TEMPORARY STREET FAIR VENDOR PERMIT,**

please provide a copy to *Mardi Gras*.

### FOOD VENDORS

Food vendors **DO NOT NEED** a

**TEMPORARY STREET FAIR VENDOR PERMIT.**

**Food Vendors need;**

- **Food Protection Certificate**

**AND**

- **Temporary Food Service Establishment Permit. (TFSE)**

If you do not have a **Food Protection Certificate**, you must register for the **Food Protection Course** before you submit your **TFSE** application.

**Food Protection Course.**

**Free Online Training – It's Easy to Apply for.**

Go to <http://www1.nyc.gov/site/doh/business/health-academy/food-protection-online-free.page>

**Food Service establishments (FSEs)** (e.g restaurants) and mobile food vending units with a valid DOHMH permit **are not required to obtain a separate TFSE permit.** A copy of the FSE's permit must be submitted to Mardi Gras. A copy of the FSE's permit must also be kept onsite at the event and available upon inspection.

## **WHAT MUST I DO TO BECOME A *Mardi Gras* MEMBER?**

- Download the **MEMBERSHIP APPLICATION** form below, fill it out and **sign at the bottom.**
- Then, you can either **FAX it** to: (212) 809-7345 or **EMAIL it** to: mardigras@nycstreetfairs.com.
- You may call us for assistance anytime at (212) 809-4900.
- Office hours are Monday - Friday from 9:30am - 2:30pm.

## **IF I CALL THE OFFICE, WHAT INFORMATION MUST I HAVE READY?**

- Your Name.
  - A description of the item you wish to sell. (BE SPECIFIC)
- (You can only sell one type of item per Member I.D. #)

*Mardi Gras* is equipped to handle this over the phone in just minutes.

You can also visit our office. We accept cash, credit card or money order only. **Absolutely NO CHECKS.**