



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 **NO 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 Apply Online here: https://www.businessexpress.ny.gov/app/answers/cms/a_id/2058/

Then after you've received your NYS Certificate of Authority, please provide a copy to *Mardi Gras Productions*.

STEP 4:

NON-FOOD VENDORS ONLY

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 purchasing an event) and

your New York State Certificate of Authority (Sales Tax #).

Apply here:

<https://www1.nyc.gov/nycbusiness/description/temporary-street-fair-vendor-permit>

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.

Apply here: <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.

Temporary Food Service Establishment Permit. (TFSE)

Apply here: <http://www1.nyc.gov/site/doh/business/food-operators/temporary-food-service-establishments.page> for information on how to apply for your TFSE.

After you've received your TFSE, please provide a copy to

Mardi Gras.

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

- Download the **MEMBERSHIP APPLICATION** form, fill it out and **sign at the bottom**.
- Then **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. **Absolutely NO CHECKS.**