



Harlem Pride Food Vendor

Harlem Pride Registration Form

Date: _____

ORGANIZATION INFORMATION

Organization Name:		
Organization Address:		
City:	State:	Zip code:
Organization Website:	Organization Phone:	
Organization Email:		
Federal EIN/Tax ID Number:		
DCA/DOH License Number:		

CONTACT INFORMATION *(Person(s) who will be at the event)*

Contact Person #1	Contact Person #2
First Name:	First Name:
Last Name:	Last Name:
Title/Position:	Title/Position:
Email:	Email:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:

TABLE INFORMATION *(Each table space includes two (2) - tables and four (4) folding chairs)*

What food and beverage items will you sell?

FEE INFORMATION

Food Vendor Space:	\$500/ Food Vendor Space <i>(January 1st to June 19th)</i>
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PLEASE NOTE: We do NOT provide canopies and canopies can be no larger than 10ft x 10ft)

PAYMENT INFORMATION

Item	Quantity	Total
*Food Vendor Space(s)		
• Includes: 1 - 10 x 20 ft space, 2 - tables, and 4 - folding chairs		
*NO REFUNDS	TOTAL	

Please mail a check or money order for \$500.00 made payable to Harlem Pride, Inc. to: Harlem Pride Food Vendors, 42 Macombs Place, New York, NY 10039. You may also visit <http://www.harlempride.org> and fill out the online Food Vender Form. If you have any questions or comments regarding food vendor spaces, please email Michael E. Hodge at mhodge@harlempride.org.

PAYMENT DETAILS

BILLING ADDRESS

Organization Name:		
First Name:	Last Name:	
Billing Address:		
City:	State:	Zip code:

GENERAL INFORMATION

NOTE FOR FOOD VENDORS: You are responsible for collecting tax on all merchandise sold. Report this to the New York City Dept. of Finances. You must have a DCA 30-day Street Fair Vendor Permit or Food Permit. Permits can be obtained in person (42 Broadway, 5th Floor, (New York, NY 10004) or online (<http://www1.nyc.gov/site/dca/businesses/license-checklist-temporary-street-fair-vendor.page>) A food vendor letter is available on request.

Location:	12 th Ave. btwn W. 135 th & W. 138 th Streets / Google Map Link: https://goo.gl/maps/Bcyr8hzbpR22
Directions:	Train: 1 Train to W. 125 th and walk up 12 th Avenue to West 135 th Street Bus: BX15 to 125 th and 12 th Avenue/M4 or M5 to 125 th and Broadway, walk west on 125 th then turn right on 12 th Avenue and walk up to West 135 th . Car: West Side Highway 125 th Street Exit, turn left on 12 th Avenue, look for parking.
Set-up:	[9AM – 11AM Set-up] (Event 12 – 5PM) <i>(Get your Table Location and Info Packet from the Information Table @ West 135th Street)</i>
Break down:	[5PM – 6PM Break Down] <i>Please dispose of your trash in the provided receptacles.</i>
Suggestions:	Bring table cloths, PLEASE NOTE: We do NOT provide canopies and canopy max size = 10ft x 10ft.

Print Name:

Date:

Signature:

INTERNAL USE ONLY

Date Received:	Received By:
Date Entered:	Entered By:
Transaction Number:	Authorization Number:
Credit Card Type:	Last 4-Digits of Credit Card Number:
Check/Money Order Number:	