

C **VENDOR FAQ | CMA KIDS FAIR**

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A Thank you for your interest in Children’s Museum of the Arts’ (CMA) second annual Kids Fair! We know you have questions, and below is a list of the most popular regarding CMA Kids Fair. Please read thoroughly before filling out our application!

WHAT IS CMA KIDS FAIR?

CMA Kids Fair is a free event that welcomes local artisanal family-friendly vendors to share their products with the general public. Additional street activities will be facilitated by CMA, such as collaborative art projects, outdoor games, interactive performances, face painting, jump roping, and chalk drawing. The event is fun for the whole family!

WHEN AND WHERE DOES CMA KIDS FAIR TAKE PLACE?

CMA Kids Fair will take place on Sunday, May 21, 2017 from 11AM to 4PM. The fair will be held outside of Children’s Museum of the Arts on Charlton Street, between Hudson Street and Greenwich Street in the SoHo neighborhood. CMA is located at 103 Charlton Street, New York, NY 10014.

HOW DO I APPLY TO BE A VENDOR?

Fill out our Vendor Application Form! (Please make sure to read this FAQ in full before applying.) There is a \$20 non-refundable application fee, which is separate from your booth fees if selected.

WHEN IS THE APPLICATION DEADLINE?

We will accept applications up to Monday, May 1, 2017. CMA will notify vendors with our decision within a week of receipt.

HOW WILL VENDORS BE DETERMINED?

Due to significant space limitations, vendors will be juried and selected on the basis of the quality and uniqueness of products, as well as to bring together a broad variety of fun family and children’s items.

WHAT KIND OF VENDORS DO YOU ACCEPT?

CMA is looking for any and all unique and/or artisanal family or children's goods. These include, but are not limited to knitwear, jewelry, paper goods, toys, books, shoes, clothing, and more! We are also looking for healthy lifestyle products that help NYC families to raise their kids in a safe, organic, non-toxic environment.

Due to spatial and safety restrictions, food vendors that require electricity, generators, or open flame are not being accepted at this time.

CAN I SHARE A BOOTH OR TABLE WITH ANOTHER VENDOR?

Yes, if you already know the person you'd like to share with, please indicate their name and business on the application form. If you would like to share a booth, but don't have a partner in mind, CMA will match you up. All vendors must apply separately and provide individual permits; each vendor will be juried individually. CMA will attempt to accommodate shares as best as possible, but this is not a guarantee.

WHAT ARE THE BOOTH/TABLE FEES?

WHAT ARE THE DIMENSIONS OF A BOOTH SPACE?

One booth (half tent) includes a 10 foot by 5 foot tent space, as well as a 6 foot by 30 inches (2.5 feet) table and two chairs. CMA will provide 10 foot by 10 foot white canopy tents. If you are sharing a full tent, you will split the provided space with a partner, who will have their own table and chairs. The fee breakdown is as follows:

One booth (Half tent) - 10' x 5' space: \$230

Two booths (Full tent) - 10' x 10' space: \$350

(Full tent early-bird price: \$300 if application is received by Wednesday, March 15)

Vendors will be prompted to pay the booth fee at the time of acceptance to the Kids Fair from CMA staff. Your application will not be considered unless you have paid the fee in its entirety at the time of application. Space arrangements will be made at the discretion of CMA. If you do not intend on using a CMA tent but your own setup, please email gchoi@cmany.org to discuss other pricing options.

Note: The vendor fees above do not include the \$20 non-refundable registration fees.

IS ELECTRICITY PROVIDED?

CMA Kids Fair will be held outdoors. We have very limited access to outlets and will be unable to provide vendors with access to electricity. If there is a special circumstance where a vendor is in need of electricity, please email gchoi@cmany.org. CMA staff will take this into consideration and be in touch to discuss further should you be selected for the Kids Fair.

WHAT WILL NOT BE PROVIDED?

CMA Kids Fair will be held directly outside of the Museum. There will be no access to wi-fi, running water, and limited access to electricity as the fair is held on an entire city street block. We advise vendors to plan accordingly and to use low-tech payment options and display alternatives for the day. Vendors are encouraged to bring their own signage and displays to decorate their spaces however they like! CMA is willing to provide basic tablecloths, or vendors are welcome to bring their own.

WHAT IF I HAVE TO DROP OUT OF CMA KIDS FAIR?

WHAT IS YOUR REFUND POLICY?

CMA will provide a full refund of the booth fee, if we are notified before Monday, May 1st. After May 1st, we will not be able to refund your fee. Please read further for refund policy regarding inclement weather.

All refunds will be issued less a \$20 non-refundable application fee. This fee covers the administrative costs of jurying numerous applications received for CMA Kids Fair.

CAN I LEAVE MY ITEMS AT THE VENUE OVERNIGHT?

CMA Kids Fair is a one-day only event. Vendors will be required to take all items with them at the end of the day. CMA staff and volunteers will pack up the event and clean the street between 4PM - 6PM. At this time any items left behind and not claimed will be considered trash and removed by a sanitation crew. The Museum will not be responsible for any lost or damaged items.

IS THERE ON-SITE PARKING AVAILABLE?

CMA cannot provide parking and there will be no parking available on Charlton Street due to the event. Vendors can find free street parking on Hudson and Greenwich Street. The nearest parking garage, Park Icon, on Greenwich Street between Charlton and King Street, offers a special flat-rate weekend price of \$25.34 (up to 12 hours).

DO I NEED A VENDOR'S PERMIT?

New York State requires ALL street fair vendors to be in possession of a Temporary Street Fair Vendor Permit in order to sell merchandise or offer a service from a booth or stand at an authorized street fair. To apply or renew, please click [here](#) to be directed to the DCA permit webpage. CMA requires that all vendors have their temporary vendor license when applying for the street fair. Vendors will not be able to submit their application successfully if the license number is not provided. If there are special circumstances in regards to obtaining the temporary vendor license before applying, please email gchoi@cmany.org.

If you would like to sell food items, food vendors will also be required to have either a Temporary Food Service Establishment Permit (TFSE) or a Department of Health Certificate to sell food at the event. More information can be found [here](#).

All vendors should already have their Certificate of Authority (COA) in order to file their respective permit application. This certificate shows that you are legally able to collect sales tax. If you do not already have a COA, we suggest you apply NOW as the process can take up to several weeks. If you have any questions about the certificate or application process, please click [here](#) to refer to New York State's Certificate of

Authority website. We recommend you check the websites first before contacting us with additional questions regarding your permit application and/or COA.

HOW WILL CMA KIDS FAIR BE PROMOTED?

The event will be promoted with a press release, PR blasts, on CMA's website (15,400 monthly visits), and email blasts to CMA's constituents, as well as CMA's social media platforms such as Twitter (1,790 followers), Facebook (11,185 likes), and Instagram (3,040 followers). We will also notify local residents and businesses in the weeks prior to the fair.

WHAT KINDS OF INFORMATION WILL BE LISTED ON CMA KIDS FAIR WEBSITE?

In the coming weeks, the website will include information about the Kids Fair, a link to this FAQ page and application form, a flyer that can be downloaded and used to help each vendor to promote the event, as well as a list of all participating vendors. Please provide CMA with a gif, jpeg, or pdf of your company logo to gchoi@cmay.org when applying.

WHEN CAN I SET UP MY VENDOR BOOTH/TABLE?

Vendors are welcome to start setting up their booths/tables on Sunday, May 21, 2017 at 9AM. All participating vendors will be notified of pertinent day-of information via email a week before the fair. This includes, but is not limited to, information of where and whom to check in with upon arrival on the day of, and where to set up the booth/table, etc.

DO KIDS FAIR VISITORS NEED TO PURCHASE A TICKET FOR CMA KIDS FAIR?

No, the Kids Fair is free to the public! However, CMA will host its 23rd annual Family Day benefit inside the Museum on the same day. The benefit is a private ticketed event that will be held from 12PM - 4PM. Tickets for CMA Family Day start at \$175 for an adult and \$85 for a child; tickets can be purchased on cmay.org in the coming weeks.

HOW MANY VISITORS ARE YOU EXPECTING?

Last year, we welcomed over 2,500 visitors. We are expecting an increase in numbers this year as it was highly successful! CMA Family Day benefit normally has over 400 guests. Benefit guests will be invited to join the street festivities as well.

HOW CAN I HELP?

Volunteers for CMA Kids Fair are welcome! Please email Grace at gchoi@cmay.org to get involved. We also appreciate any help with spreading the word about CMA Kids Fair.

I'D LIKE TO PROMOTE MY COMPANY BRAND OR PRODUCT AT CMA KIDS FAIR. HOW CAN I DO THAT?

Unfortunately, we are unable to accept corporate sponsorships for the CMA Kids Fair at this time. However, if you would like information on partnership opportunities at CMA, please email gchoi@cmayn.org.

WHAT IF THE WEATHER DOES NOT HOLD OUT?

As the event will be held outside, consideration to reschedule the fair will be made if there is inclement weather (heavy rain, high winds, etc.). All vendors will be notified via email by 12:00 pm on Saturday, May 20th about the status in the event of bad weather.

If the event is cancelled, the event will be held on the rain date, Sunday, June 11th.