



**CITY OF NEW ORLEANS  
DEPARTMENT OF FINANCE - BUREAU OF REVENUE  
ROOM 1W15 - CITY HALL  
NEW ORLEANS, LA 70112  
TELEPHONE NO.: (504) 658-1666  
FAX NO.: (504) 658-1606**

**CENTRAL REGISTRATION APPLICATION  
SPECIAL EVENTS**

**FOR OFFICE USE ONLY**

1 DATE OF APPLICATION		
MONTH	DAY	YEAR
2 SELECT ONE		
VENDOR	<input type="checkbox"/>	PROMOTER

6 ACCOUNT NO.: _____	4 DATE OF EVENT
5 zone _____ commodity code _____ occupational code _____	6 NAME OF EVENT
7 CASE NO.: _____	8 LOCATION OF EVENT

9 BUSINESS NAME	10 BUSINESS ADDRESS	
11 CORPORATE NAME		
12 TELEPHONE #: _____	FAX #: _____	13 MAILING ADDRESS

14 TYPE OF BUSINESS

15 BANK REFERENCE

16 TYPE OF OWNERSHIP	<input type="checkbox"/>	SOLE PROPRIETORSHIP	<input type="checkbox"/>	PARTNERSHIP	<input type="checkbox"/>	LOUISIANA CORPORATION	<input type="checkbox"/>	FOREIGN CORPORATION	OTHER
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**17 GIVE THE FULL NAME, ADDRESS SOCIAL SECURITY AND HOME PHONE NUMBER OF OWNERS OR PRINCIPAL OFFICERS OF CORPORATION**

NAME	TITLE	RESIDENCE ADDRESS	SOCIAL SECURITY #	PHONE #

18 AUTHORIZED AGENT FOR SERVICE OF PROCESS	NAME	ADDRESS
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19 SIGNATURE	20 TITLE
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**OCCUPATIONAL LICENSE TAX & PERMITS**

(CHECK IF WHERE APPLICABLE)

21 ITINERANT VENDOR OCCUPATIONAL LICENSE TAX	<input type="checkbox"/>	\$ 150.00	ITINERANT VENDOR PERMIT	<input type="checkbox"/>	\$ 500.25
TRADE SHOW VENDOR OCCUPATIONAL LICENSE TAX	<input type="checkbox"/>	\$ 50.00	PERMIT NOT APPLICABLE	<input type="checkbox"/>	\$ -
PROMOTER OCCUPATIONAL LICENSE TAX	<input type="checkbox"/>	\$ 250.00	PROMOTER PERMIT	<input type="checkbox"/>	\$ 500.25
SPORTING EVENTS OCCUPATIONAL LICENSE TAX	<input type="checkbox"/>	\$ 250.00	SPORTING EVENTS PERMIT	<input type="checkbox"/>	\$ 1,000.25

\* PERFORMANCE BOND PROMOTERS ONLY: \$10,000.00  
SALES TAX RATE ( 9%) = 4% Sate of LA & 5% City of New Orleans

\* PLEASE PROVIDE COPY OF ACKNOWLEDGMENT CORRESPONDENCE OF PARTICIPATION FROM PROMOTER/SPONSOR

**Sankofa Marketplace Vendor Rules & Regulations (Keep for your records):**

- Vendor must arrive by at least 11:30 AM for set-up and be ready by 12:45 PM. Failure to do so will result in a forfeiture of space.
- Vendor will supply their own table, tent, chairs, signage, and electrical equipment; and the man-power to set-up and take-down.
- Vendor may provide promotional materials for attendees.
- Vendors may have an unlimited number of representatives on site at Sankofa Marketplace
- Appropriate (for family viewing) use of decorative enhancements such as banners, signage, etc.
- The Sankofa Marketplace will continue to provide musical entertainment for the Fall Marketplaces.
- Once you submit your application and form we will review it and let you know if you have been accepted. If we are unable to accept you for a particular month we will let you know if we will be returning your fee or granting you the option of applying it to another month.
- **We will not be able to review or confirm your acceptance without receiving your application and fee.**
- Cancellations will be accepted no later than 5:00 PM on the TUESDAY prior to the Marketplace date. Any no shows or cancellations after this time will risk forfeiture of their fee. **If a vendor needs to cancel, please call the cell phone of Rashida Ferdinand : 504.975.5168**
- **The City of New Orleans** requires all vendors to obtain a Special Event Occupational License (SEOL.) Please include a photo copy of your SEOL with this application. If you are a first time participant in the Sankofa Marketplace or any market in Orleans Parish, you may apply for a SEOL once you have received a vendor acceptance confirmation e-mail from us. This email will contain instructions on how to obtain the SEOL. You will not be allowed to participate in this market unless you have this document.

**Once accepted:**

1. All vendors are responsible for the set-up and clean up of their booth, including but not limited to:
  - a. Assembling tent/shade devices, tables, etc.
  - b. Setting up and maintaining stock.
  - c. Disassembly of tent/shade devices, tables, etc.
  - d. Cleaning your area (pick up and dispose of trash, etc.)

Sankofa Marketplace cannot and does not guarantee assistance in any form in regards to booth set-up or take-down. **\*\*SANKOFA MARKETPLACE HIGHLY recommends easy assembly pop-up tents measuring 10x10.\*\*\***

2. Set-up is scheduled from 11:00am – 12:30pm.
  - a. Vendors will be allowed 15 minutes to unload their cars. At the end of 15 minutes the vendor must move their vehicle before continuing with set-up.
  - b. Please arrive at the entrance that has been assigned to you between 11am and 12pm.
  - c. Sankofa Marketplace representatives will be located at the parking lot entrances to assist with checking in vendors. At this time you will receive direction to the location of your booth.
  - d. **Vendor vehicles will only be allowed to drive into parking lot for set-up until 12:30 PM.** After that time, any late arriving vendors will have to hand carry items on foot. This is a pedestrian and staff safety issue. It is imperative that you begin your set-up start time with enough time to allow drop off of your equipment prior to 12:30 PM.
  - e. **Vendors should be set up and ready to begin business by 12:45PM.**

*Any vendor not complying with the Sankofa Marketplace rules & guidelines as set forth by Historic Lower 9<sup>th</sup> Ward Council for Arts & Sustainability will forfeit participation in future Sankofa Marketplaces..*

Thank you for your cooperation!  
Sankofa Marketplace of the Lower 9<sup>th</sup> Ward