



SANKOFA MARKETPLACE VENDOR RULES & REGULATIONS

1. Vendor set up is scheduled from 11:00am – 12:45pm. Vendors must be ready with complete set up by 12:45 PM. Failure to do so will result in a forfeiture of space.
 - 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.**
2. Vendor will supply their own table, umbrella, chairs, signage, and electrical equipment. Electrical power can be rented for \$10.00
3. All vendors are responsible for the set-up and clean up of their booth, including but not limited to:
 - a. Assembling umbrella devices, tables, etc.
 - b. Setting up and maintaining stock.
 - c. Disassembly of umbrella devices, tables, etc.
 - d. Cleaning your area (pick up and dispose of trash, etc.)
4. Vendor may provide promotional materials for attendees.
5. Vendors may have an unlimited number of representatives on site at Sankofa Marketplace.
6. Appropriate (for family viewing) use of decorative enhancements such as banners, signage, etc.
7. Vendor application fee is non refundable.
8. **We will not be able to confirm your acceptance without receipt of your application fee.**
9. 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 Sankofa Marketplace at 504.975.5168
10. **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.

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

Thank you for your cooperation!
Sankofa Marketplace of the Lower 9th Ward



**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