

NONPROFIT RULES & GUIDELINES FOR 50TH ANNUAL ATLANTIC ANTICTM PARTICIPATION

The following is for a Non-Profit Vendor: 501(c)(3), Religious or Government Organizations designated as tax exempt by the IRS. Ex: Non-profit pamphlet/brochure distribution; if selling merchandise for donations, you must apply for a public solicitation license and may also be required to apply for other vendor permits.

It is prohibited for nonprofit organizations to sell/serve/ sample food in order to raise donations as this requires an additional permit per the City of New York.

Please note 501(c)(4) and 501(c)(5) designated as tax exempt by the IRS are subject to review by the AALDC for participation.

USE THE FOLLOWING AS A CHECKLIST TO ENSURE THAT YOU ARE SUBMITTING THE APPROPRIATE DOCUMENTS.

Proof of Non-Profit Status

Submit proof of current non-profit status, such as: Tax Affirmation Letter, recent 990 form, or fiscal sponsor letter

Public Solicitation License

All non-profit organizations (excluding churches, religious groups, and educational institutions) that will be engaging in monetary transactions or soliciting monetary donations **MUST** obtain a valid Public Solicitation License from the Human Resources Administration (HRA) / Department of Social Services in order to participate in the Atlantic AnticTM. To obtain an application please visit:

<https://www1.nyc.gov/assets/hra/downloads/pdf/about/foil/PUBLIC%20SOLICITATION%20APPLICATION%20-%202015.pdf> OR call 212.331.5166

Description of the items you will be selling/ or what you are planning to do within your booth space:

As a participant who wishes to sell their merchandise on the street you are legally required to inform the office what will be sold within your space as this information will be provided to the New York City Department of Street Activity Permit Office

Applicants must note the following:

All required documents/permits must be submitted to the office no later than **Tuesday September 2, 2025.**

You are legally responsible for educating yourself on any additional documents/permits necessary for specific item sales and monitoring the DCA website to ensure you have the most up to date information.

Contact Information



[Public Solicitation Office, at the City of New York Human Resources Administration/Department of Social Services, Office of Legal Affairs,](#)
Public Solicitation Section,
150 Greenwich Street,
New York, New York 10007

Mondays-Thursdays: 8:00 AM - 4:00 PM
(929) 221-6539
vegaje@dss.nyc.gov

CORPORATE VENDORS CANNOT APPLY WITHIN THIS CATEGORY.

Certificate Of Participation

All accepted applicants will receive a participation packet in September via postal mail or physically pick-up. Your participation packet will include your assigned booth space, a map indicating the exact location of your space, and a Certificate of Participation, which you will need on the day of. No vendor will be permitted to set up at the Atlantic AnticTM without an official Certificate of Participation issued by the Atlantic Avenue Local Development Corporation. Event Street Team Members will be requested proof of participation before you set up your booth space.

FAILURE TO COMPLY MAY RESULT IN FINES ISSUED BY THE CITY AGENCIES NAMED IN THE APPLICATION AND RULES OR FUTURE DENIAL OF PARTICIPATION AT THE ATLANTIC ANTICTM.

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