

4 Easy Steps to Becoming a Vendor

1. GET A NYS SALES TAX CERTIFICATE

YOU MUST HAVE ONE. It is no longer possible to apply in person. You must do it online or through the mail. To do it online, go to nys-permits.org, click on Online Applications, click on "Taxation and Finance, Dept. of" (in blue section), click on "Certificate of Authority" on pull-down menu, click (double-click) "OK" on pop-up window, and you'll get to the application. Your submitted application will generate an OPAL number in a return email but you may NOT work until you have the actual document.

Their toll-free number is 1-800-698-2909; direct number is 518-485-2889. The certificate should look like one of these:



2. Get Your Merchandise Approved

Absolutely NO jewelry -- costume, vintage costume, or handmade -- may be sold by new vendors. We also need to limit sunglasses, scarves, rugs, handbags, shawls, and pillows sold by new vendors. We must know what you're selling to keep the market at a gently competitive level. Call or email to discuss. New vendors are not guaranteed admission. Vendors who misrepresent their items will not be booked again. Counterfeit merchandise of any type is forbidden. **Vendors must notify the market if they want to make a change in their merchandise or they risk being dismissed. No sharing with a 'friend'.**

3. Decide on Size/Type of Space

OUTDOOR (price does not include tables or chairs):

Size	Sunday (year-round)	
	Peak*	Off-peak
5x5 ft.	\$30	25
5x10 in aisle	\$60	50
5x10 corner/fence	\$65	55
10x10 ft.	\$115	100
10x12 ft.	\$130	110

*Peak periods: April 1-June 30; Sept. 8 - Dec. 31.

INDOOR (in the cafeteria, the table IS the space):

Size	Sunday (year-round)	
	Peak	Off-peak
Table	\$50	45
10 ft. hall	\$50	45
5 ft. hall	\$25	25

4. Call/Email to Make a Reservation

Reservations are done on a weekly basis only. **Call (212) 239-3025 OR email GreenFlea@aol.com ON MONDAY OR TUESDAY** to request a space for Sunday. Include in message: name, phone number, size of space, merchandise offered, and whether you have your sales tax certificate. **We will contact you ON WEDNESDAY by return phone/email.**

Please note that assignments are made on the basis of seniority and merchandise offerings. If we are unable to book you due to heavy demand, you will be told of your options.

General Information

Market Location: Columbus Ave. between W. 76th & 77th Sts.; in the playground and ground floor/cafeteria of MS 44.

Market Phone Numbers: Call 212-239-3025 and leave a message. There is no other number.

Hours of Operation: The market is open every Sunday, 10 AM to 5:30 for shoppers. Vendor set-up time is approximately an hour earlier; vendors should depart the market by 7:30 PM.

Registration Fee: New vendors pay a one-time \$40 fee on first day. This is waived for those selling used/antique items.

Table Rentals: \$3 for a small (24" x 48"), \$5 for large (30"x72"). Payment for tables must be made in cash to the employee who collects at noon.

Tent Rentals (from a concessionaire): To rent tents, call Freddie Kelly at 718-840-9629. The market does not own tents - Freddie does!

Website: Go to www.greenfleamarkets.com. Vendors may link their sites to ours and vice versa. If you provide us with photos and text, we can list you. That includes new vendors!

Cancellations: If you are calling to cancel for any reason other than bad weather, you must call before 2 PM Friday to avoid paying a penalty. See Bad Weather Policy document for more information. No rain dates for indoor vendors.

Acceptable Payment Methods: Payment is made at the market the day you work. Cash or money orders only must be used for payment by first-time new vendors. No refunds are given. You will be given a receipt for rent/registration fee. Subsequent rents may be paid by check if approved by market management.

Bad Weather Policy is available on request or by clicking on Becoming A Vendor on our website: www.greenfleamarkets.com