WEEKEND WALKS

SAPO Application and Vendor List Guide

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Deadlines
Partners are required to abide by all deadlines set by NYCDOT and SAPO. Failure to meet deadlines could result in the canceling of your event. Deadlines are set in order to ensure that all city resources that occur “behind the scenes” are properly allocated so you can have a successful and safe event.

SAPO Permit
This is the permit, issued by the Mayor’s Office, that gives permission to host an event on New York City streets. Events can not be held without the successful issuance of a SAPO permit. Failure to meet any deadlines or to submit paperwork, could result in a SAPO permit not being issued.

Vendor List
All participating organizations, businesses, or individuals at the event must be listed on the vendor list. Typically, a Tax ID or permit/license number must also be provided for each entry on the vendor list in order for it to be accepted. Spot numbers on the vendor list must also match those on the site plan

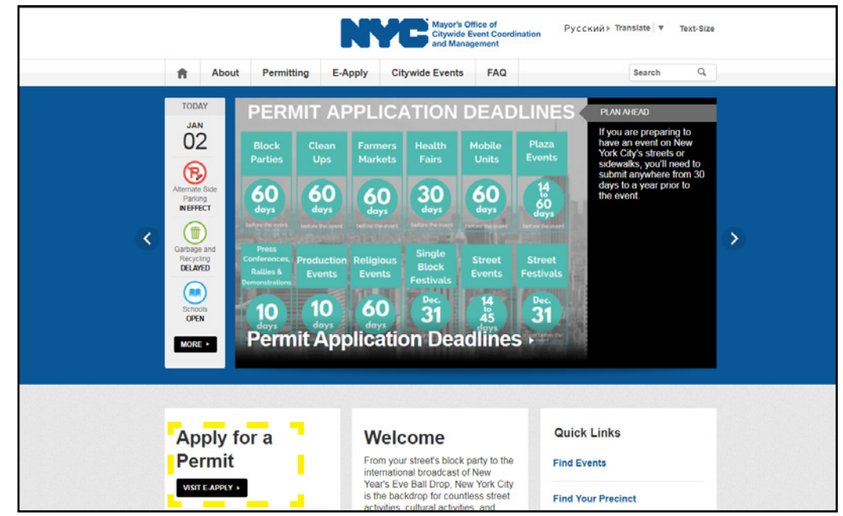
Site Plan
All partners must create a site plan as part of the initial financial paperwork and to receive their SAPO permit. The example site plan in this guide features all of the required elements that must be reflected. The site plan must include a 15’ emergency lane, all activities or programming, spot numbers that match the vendor list, and intersections that are completely clear of all activities.

Run of Show
The run of show is an hour by hour breakdown of all the activities that will take place during the event. In addition to including the activities, the run of show must also include the set up and break down periods. The set up window is typically 2 hours before an event begins and is when the street can be closed to vehicular traffic. The breakdown window is typically one hour after an event ends and after this period the street reopens to vehicular traffic. All of the above items must be included in order to receive a SAPO permit.

SAPO Permit Application Instructions

Follow this step by step guide exactly when submitting a SAPO permit application for a Weekend Walks event. Failure to follow this guide exactly could delay the issuance of the SAPO permit. Please include all details exactly as how they are written in this guide. After submitting a SAPO Permit Application, send the SAPO Permit ID to the Weekend Walks program manager.

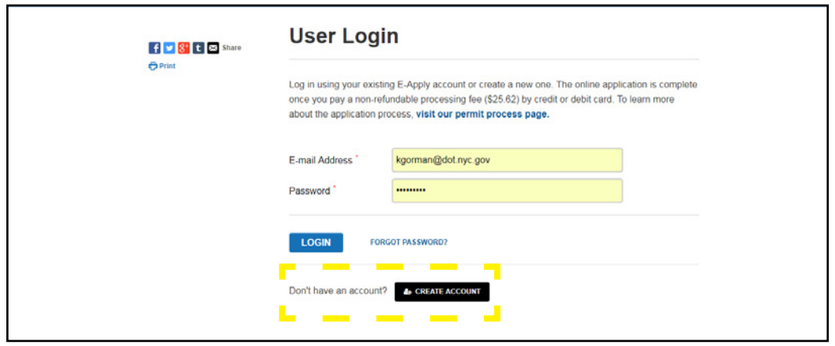
1 Visit www.nyc.gov/cecm



2 Click “Apply for a Permit” on left side of page

3 On the new page, click “Create Account”

Your organization might already have an existing account--apply for your permit using these credentials.

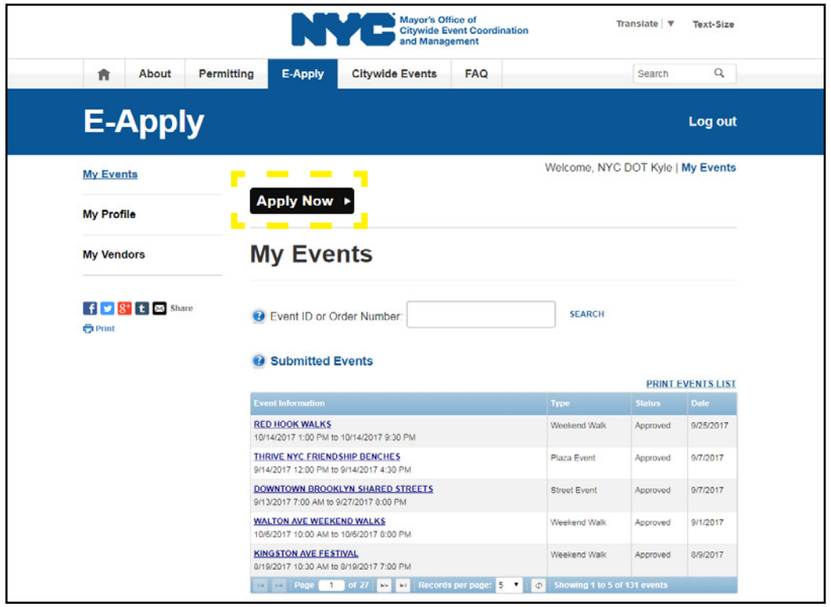


4 Create an account using your organization’s contact details

You MUST use the email address that was used on your initial Weekend Walks application. This email address is associated with the fee waiver code to apply for a SAPO permit. Failure to use the same email address as when you applied will result in an unusable waiver code

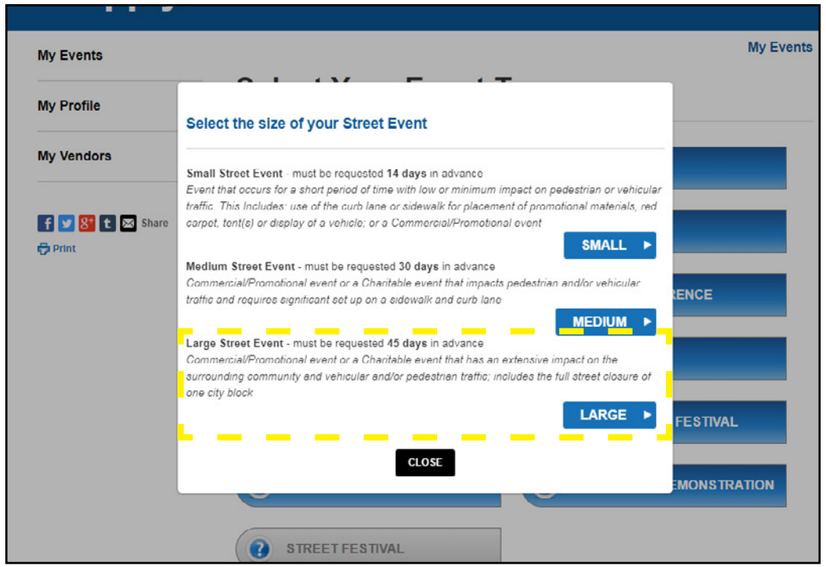
5 Log in to E-Apply using your credentials

6 Click on “Apply Now”



7 Select “Street Event” as event type

8 Select “Large Street Event” as event size



9 You are the event applicant–use the contact information for your organization

The SAPO application contact should be the same individual as the Weekend Walks point person.

10 List NYCDOT as the “Event Sponsor” List your organization as the “Event Producer”

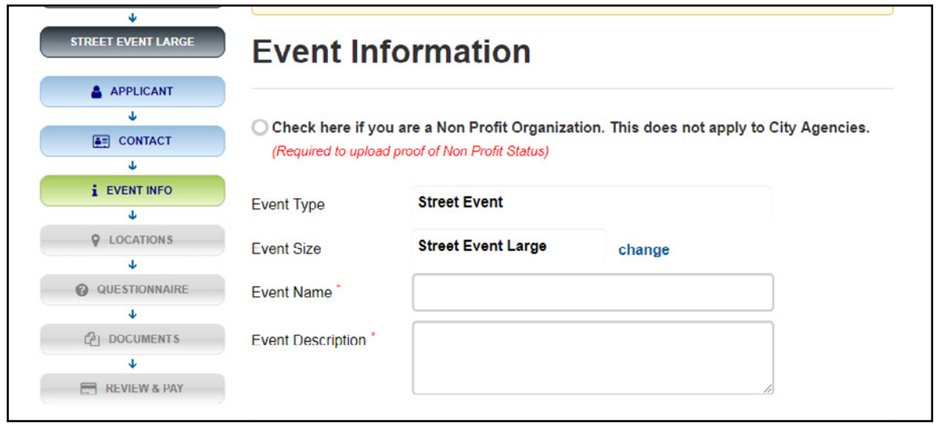
Event Sponsor:

Sponsor Name:	NYCDOT Weekend Walks - Kyle Gorman
Sponsor EIN:	N/A
Sponsor Address:	55 Water St. 6th Floor New York, NY 10041
Sponsor Phone:	212 839 7214
Sponsor Email:	weekendwalks@dot.nyc.gov

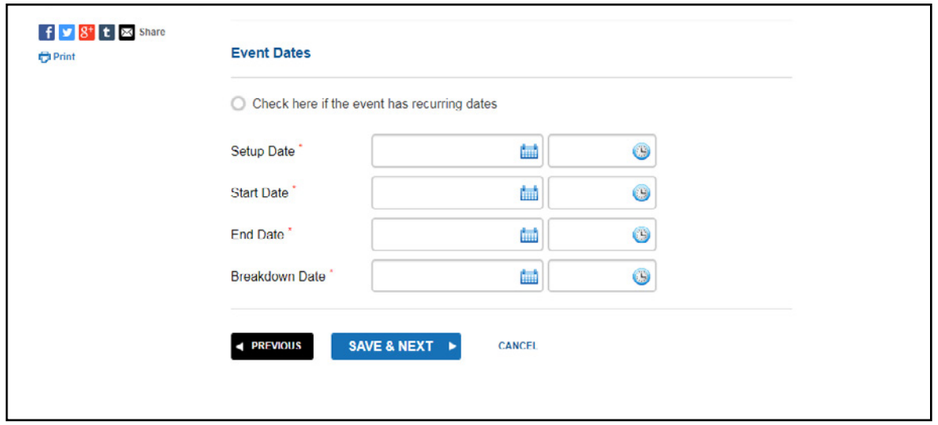
Use your organization’s contact information for the “Event Producer” category. Please choose one individual to be the point person for any correspondence between the Mayor’s Office and your organization regarding your Weekend Walks event. They will contact this individual if there are any questions related to your SAPO permit. For all email correspondence with City Hall, always keep kgorman@dot.nyc.gov copied on all emails.

11 Click “Save & Next”

12 Event Information



Tick the box if your organization is a non profit. Enter in your event's name. Write a short description of the event, be sure to include "Weekend Walks" in the event name if it is not already part of it.



-Tick the box if your event has recurring dates and indicate what the dates will be

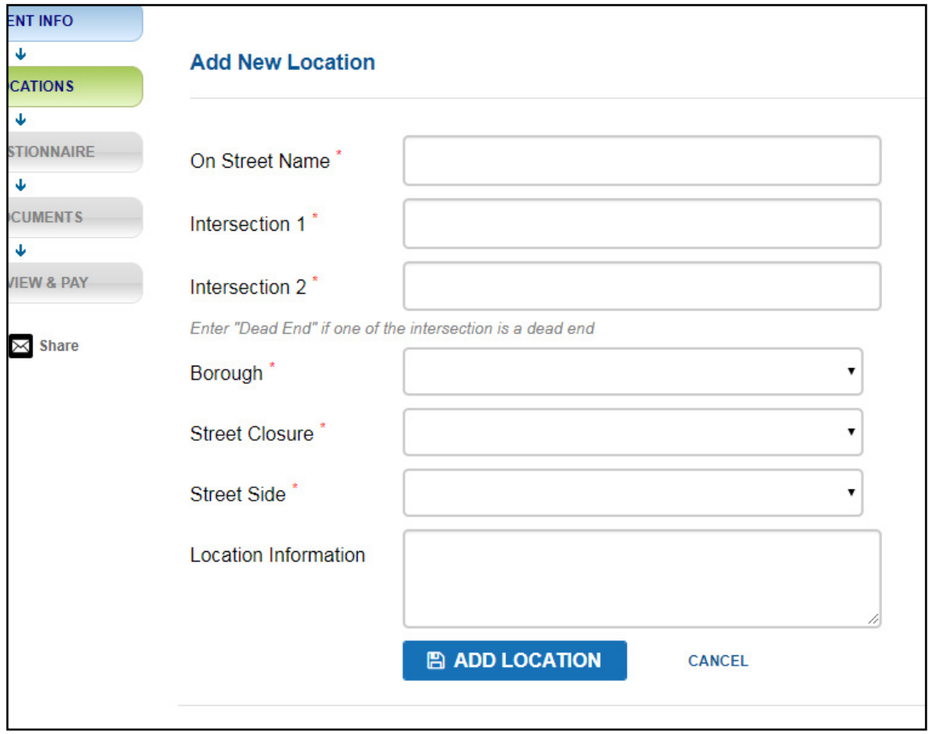
-Setup date: indicate the first date of your event. The time will be the set up window that begins before the actual event starts. In the set up time, this is when the street will begin to be closed to vehicles in order for you to begin setting up

-Start date: This is the date and time your actual event will begin. The date should be the same as above, but the time should be few hours after the setup window begins

*-End date: This is the time when your event will end, but the street will still stay closed to vehicles so you can start breaking down. If your event has recurring dates, please include the **final** date for your events*

*-Breakdown date: This is the date and time when the breakdown window closes and the street re-opens to vehicles. If your event has recurring dates, please include the **final** date for your events. The breakdown window is typically 1-2 hours after your event ends.*

13 Event Location



-On Street Name Is the actual street where the event will be held

-Intersection 1 refers to the cross street at one end of the event
-Intersection 2 refers to the cross street at the other end of the event

-Street Closure section choose "Full Street Closure" from the drop down menu

-Street Side section choose "Full Street"

-Location Information just write a brief description about the corridor (commercial uses, BID-managed, etc.). Include that it is a Weekend Walk event

-Remember, events in different locations require a separate SAPO permit application!

14 Click "Add Location" then click "Next"

If your event comprises multiple corridors, continue to add locations as needed. However, separate events in separate locations must be on a different SAPO permit. Do not add location information for multiple events in this section.

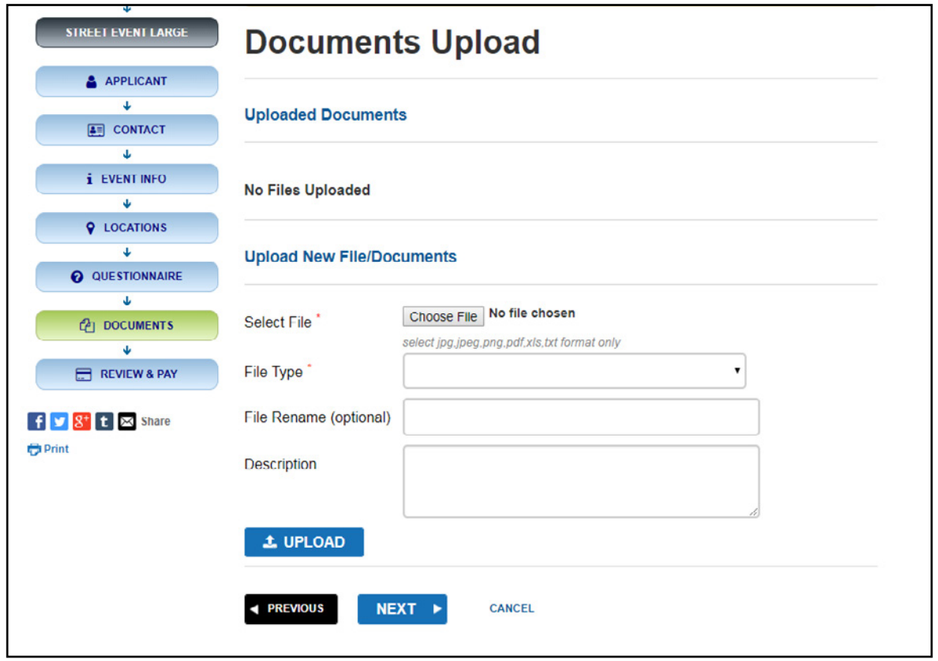
15 Questionnaire

It is critical that you read each question carefully in this section. Answering yes or no might require you to provide the Mayor's Office with further documentation based on the item you are featuring at your event. When answering the event questionnaire, use the permitting matrix on the following page to get a better idea of what times of extra documentation might be needed for a given activity. This matrix is non-exhaustive and further information might be needed in order to get this given activity approved.

Permit Matrix

Permitting Agency or Activity	NYCDOT	NYPD	NYCDEP	NYCDCA	NYCDOHMH	FDNY	NYSSLA	Insurance	NYCDOB
Amplified Sound		Amplified Sound Permit							
Pole Tap - Electrical Source	Use or Temp. Control of Street Infrastructure or Furniture Permit								
Generator - Electrical Source			Generator registration only for generators **larger than 40 KWH**			Street fair - gas or diesel generator permit			
Oversized Vehicle (truck, bus, etc.)	Over-dimensional vehicle permit								
Animals					Animal Exhibit Permit				
Food and Beverage (non alcoholic)					Food Service Establishment Permit				
Alcohol					Food Service Establishment Permit		Extension of Premises Permit or Temporary Beer, Wine, and Cider Permit		
Inflatable Rides				Portable Amusement Device				Vendor provides, listing SAPO/City as additionally insured	
Truck Mounted Rides				Portable Amusement Device				Vendor provides, listing SAPO/City as additionally insured	
Temporary Erected Rides				Portable Amusement Device				Vendor provides, listing SAPO/City as additionally insured	
Hydrant Tap			Hydrant Use Permit						
Stages - larger than 2' in height									Temporary Structure and Uses

16 Documents Upload



Use this section to upload any documentation if you already have it prepared. When first submitting the application, it is NOT necessary to upload the site plan, run of show, licenses, etc. However, these must be provided to the Mayor's Office and NYCDOT based on the deadlines given in the Partner Deadline Checklist.

Choose the file from a folder on your computer to upload(make sure you're using an accepted file format). In the "File Type" category, indicate what type of file it is. Name and give a description if you desire.

All final documentation (site plans, run of show, permits, licenses, etc.) will be uploaded into the SAPO Permit database at a later date by logging into E-Apply.

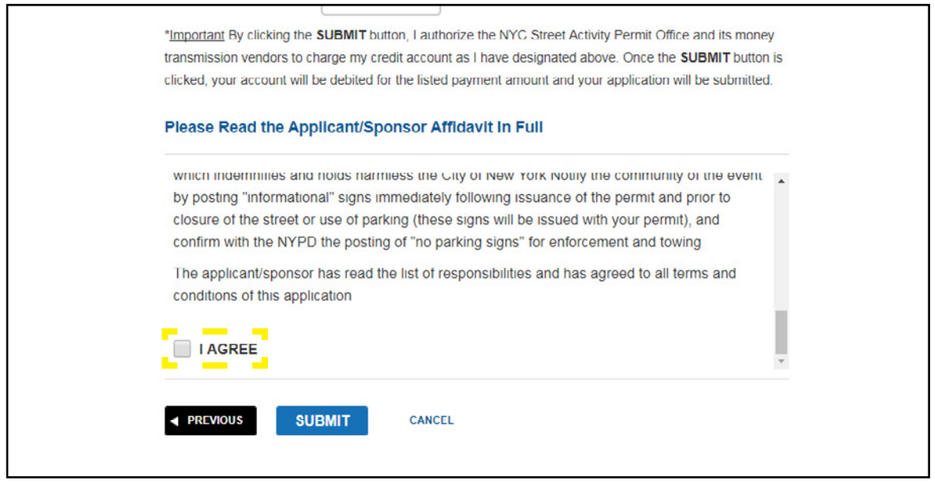
17 Click "Next" after uploading documentation

18 Review the application for the event Then click "Go to Payment"

19 Application Fee

The application fee is waived for Weekend Walks partners. Please use the fee waiver code provided to you. This is a one-time use fee waiver code and can only be used for a Weekend Walks event. You were issued multiple waiver codes if your events are in different locations. The code is only valid when applying with the email account used in your initial Weekend Walks application.

20 Submit your SAPO Permit application!



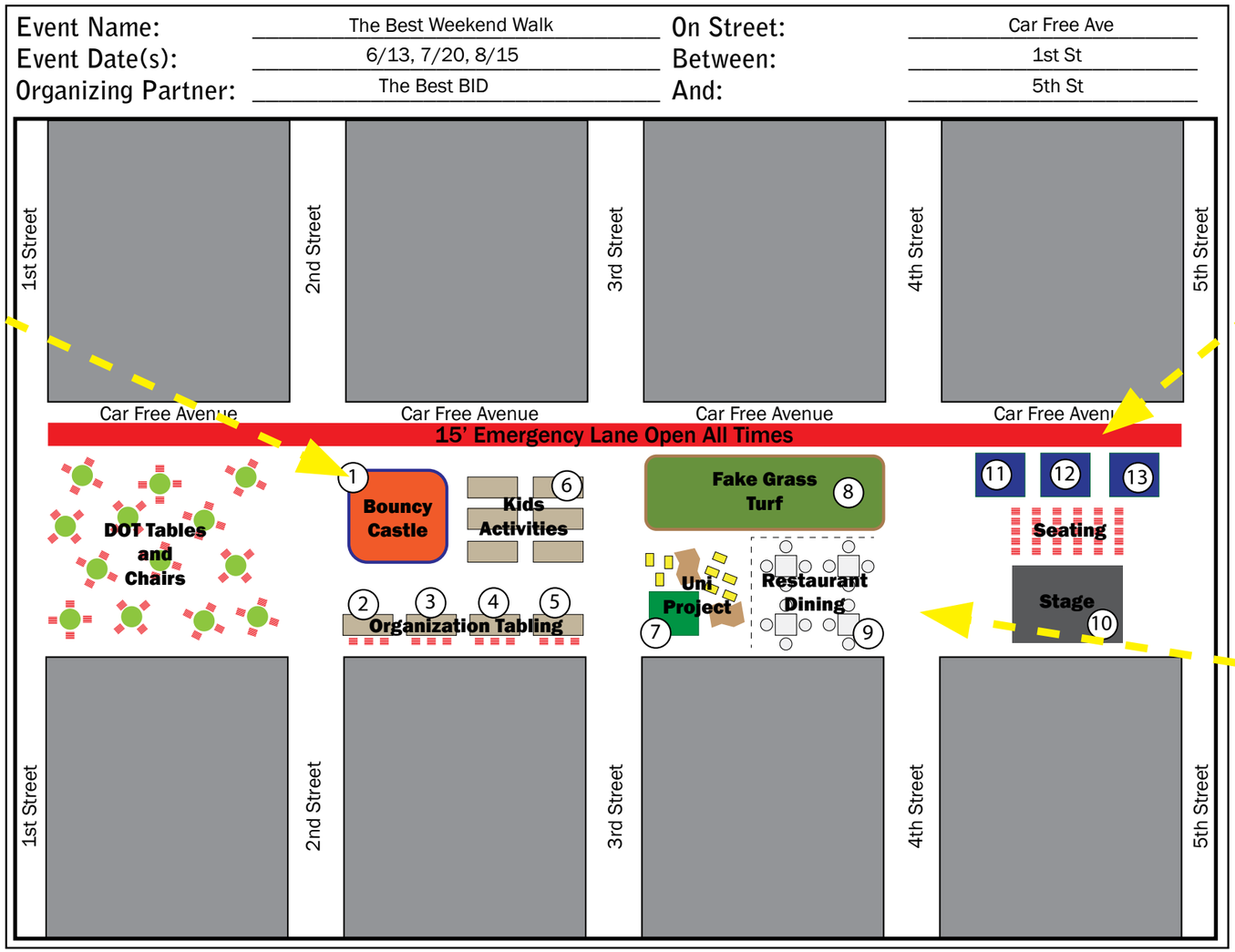
CORNER BISTRO
CORNER BISTRO
47-18
verizon
47 Rd
48 Av

7717
WELCOME TO OUR ANNUAL
SUMMER STROLL
Cappuccino Café
RESTAURANT & BAR
303614

Sample Site Plan

Spot Numbers for each activation must match the vendor list

Must include a 15' wide emergency lane through entire event extent



Intersections must remain clear at all times

All partners must create a site plan to receive their SAPO permit. The example site plan to the right features all of the required elements that must be reflected. Site plans must include:

- 15' emergency lane throughout the entire extent of the event

- Spot numbers that match the ones provided on the vendor list

- Clear intersections at all times

- All types of programming and activities that are part of the event

Site plan templates are available on the Weekend Walks website.

Sample Run of Show

The run of show is an hour by hour breakdown of all the activities that will take place during the event. In addition to including the activities, the run of show must also include the set up and break down periods. The set up window is typically 2 hours before an event begins and is when the street can be closed to vehicular traffic. The breakdown window is typically one hour after an event ends and after this period the street reopens to vehicular traffic. All of the above items must be included in order to receive a SAPO permit.

Run of show templates are available on the Weekend Walks website.

World's Best BID
123 Main St, Unit 5G
Bronx, NY 10458
718-555-2321

The Best Weekend Walk – Run of Show

7/4, 8/11, 9/16/2018 (Saturdays)
Car Free Ave btwn 1st Street and 5th Street, Bronx

Time	Action
8:00am	Street closes to traffic, barricades put up
10:00am	Delivery of DOT table and chairs, stage set up, bouncy castle set up, organizations begin to arrive
11:30am	Sound check on stage, final check in before event begins
12:00pm	Event begins
1:00pm	Zumba class starts on stage
2:00pm	Dance performance begins on stage
2:45pm	Arts and crafts demonstration on kids activity zone
3:00pm	Band performance begins on stage
4:00pm	Event events, break down begins
5:00pm	Street opens to traffic, barricades taken down
5:30pm	Pick up of DOT tables and chairs, remaining items also picked up

Include set up window

Call out when event begins

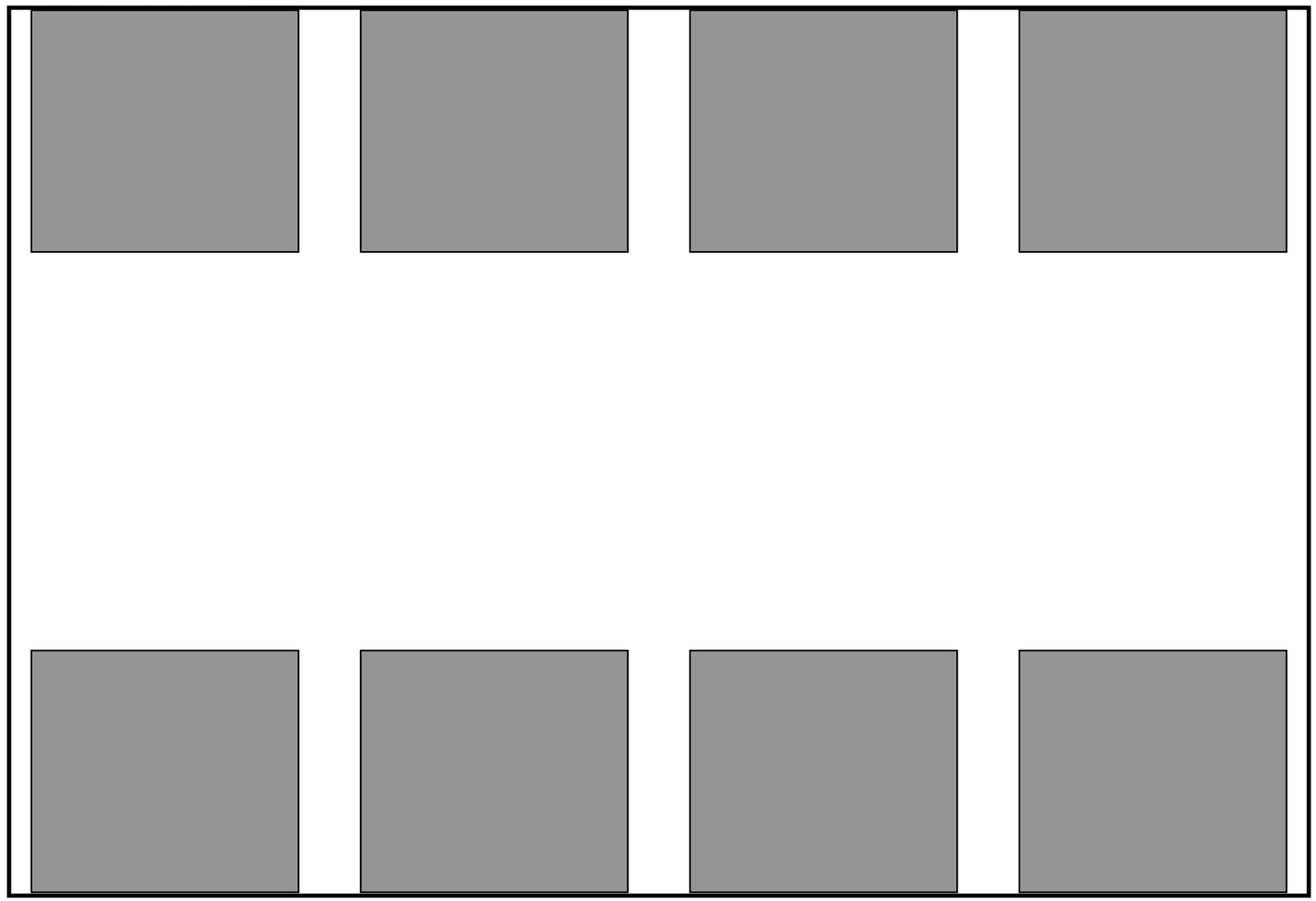
Describe all major activities

Include breakdown window

Site Plan Template

Event Name: _____
Event Date(s): _____
Organizing Partner: _____
SAPO Permit ID #: _____

On Street: _____
Between: _____
And: _____



Available for download at nyc.gov/weekendwalks

Run of Show Template

Logo goes here

Organization Name

Address
Address 2
Phone Number

EVENT TITLE
Event Dates
Event Location

Time	Action

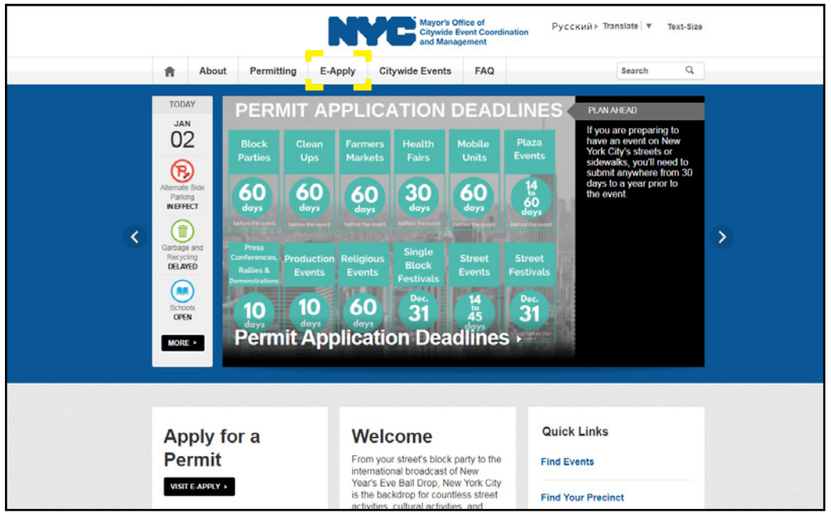
Available for download at nyc.gov/weekendwalks

Vendor List Instructions

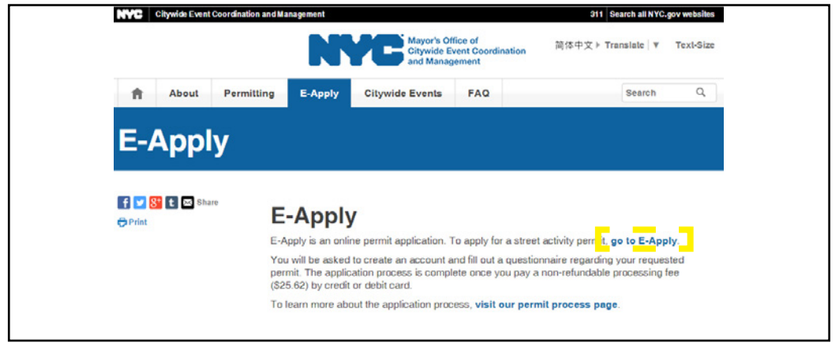
After submitting the application for a SAPO permit, you should begin filling out the vendor list. It is critical that the vendor list is completed correctly and that the information matches what is included on the site plan. All items on the vendor list must be finalized 7 days before your event.

1. Visit www.nyc.gov/cecm

2. Click “E-Apply” tab at the top of the page



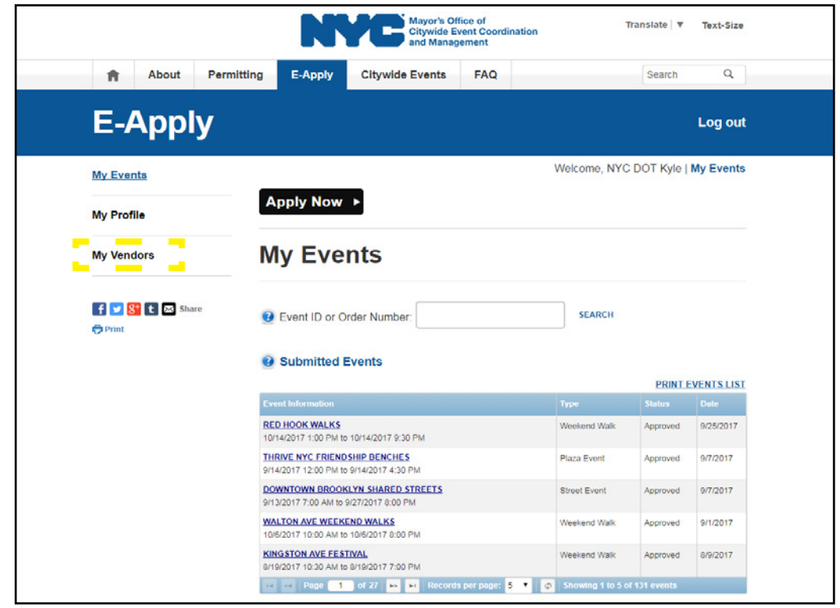
3 On the new page, click on “go to E-Apply”



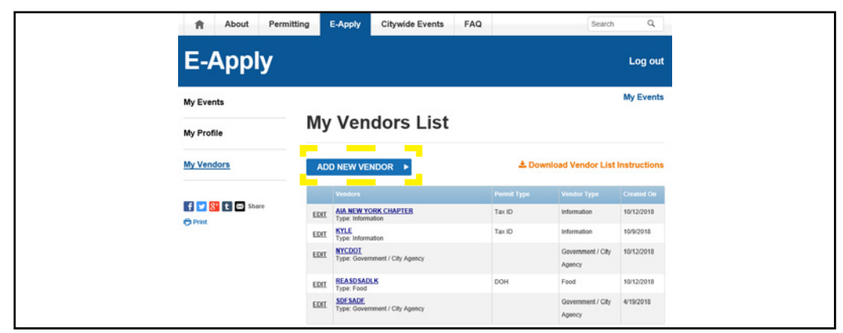
4 Use the same login information from the initial SAPO permit application exercise

5 Log in to E-Apply using your credentials

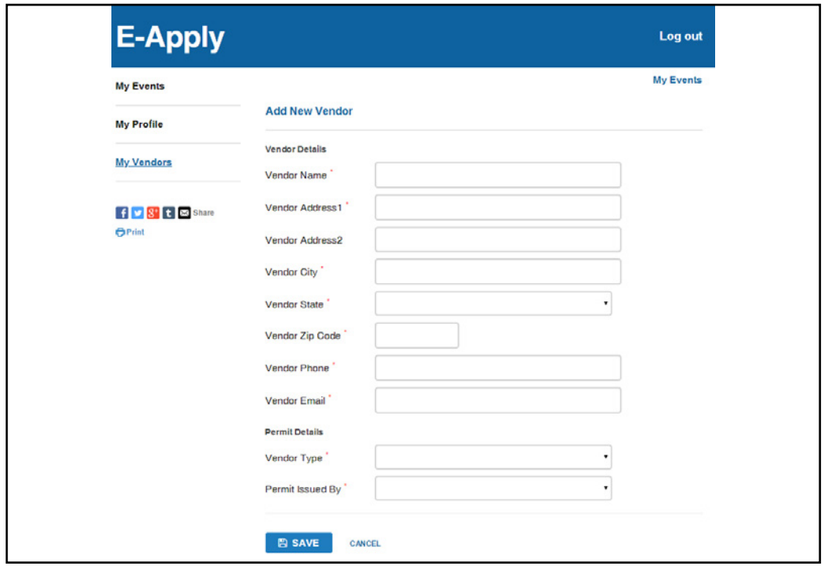
6 Click “My Vendors”



7 Click “Add New Vendor”

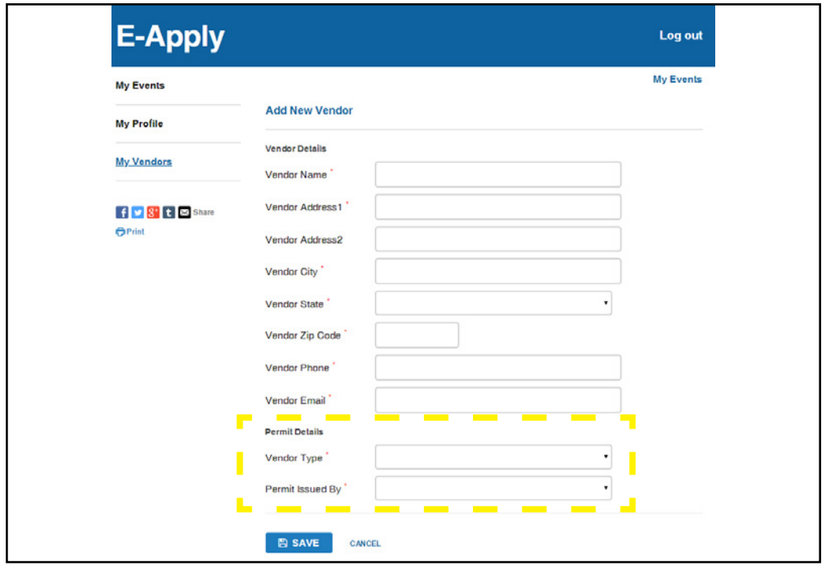


8 Provide Vendor's Contact Information



9 "Permit Details"

Typically, you will only use 4 out of the 8 choices from the "vendor type" drop-down menu. Each vendor type corresponds to a specific permit. The "permit issued by" menu list the agencies or permit types that should correspond to the vendor type. The 4 vendor types are Food, Govt/City Agency, Information, and Rides/Games.



10 Select vendor type and corresponding permit

The 4 vendor types and their corresponding permit types that pertain to Weekend Walks are listed graphically below. Vendors are only assigned as one type. Repeat the process for each entity participating as a vendor in the event.

Permit Details

Vendor Type *	Food
Permit Issued By *	DOH

Permit Details

Vendor Type *	Government / City Agency
Permit Issued By *	Not Applicable

Permit Details

Vendor Type *	Information
Permit Issued By *	Tax ID

Permit Details

Vendor Type *	Ride or Game
Permit Issued By *	DCA

Food is relevant for any food service establishment that plans to food serve outdoors on the street or sidewalk.

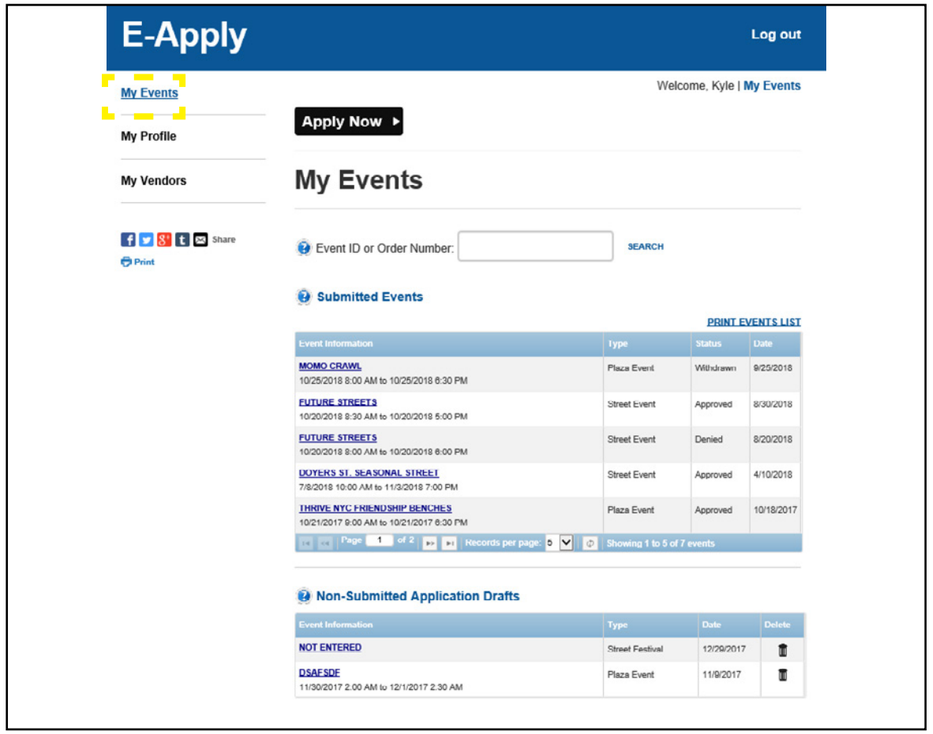
Government/City Agency means any official government entity that plans to attend your event. These entities do not have Tax IDs

The Information category for any participating business, individual, or organization that is tabling at the event. A Tax ID must be provided for these entities.

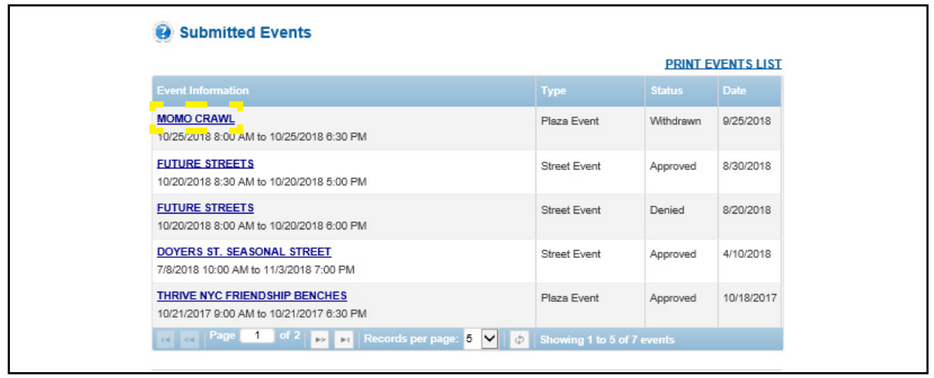
Rides or Games are only applicable to amusement activities that are permitted by the Department of Consumer Affairs. The vendor should provide their DCA permit number.

11 Click “save” and then add all vendors

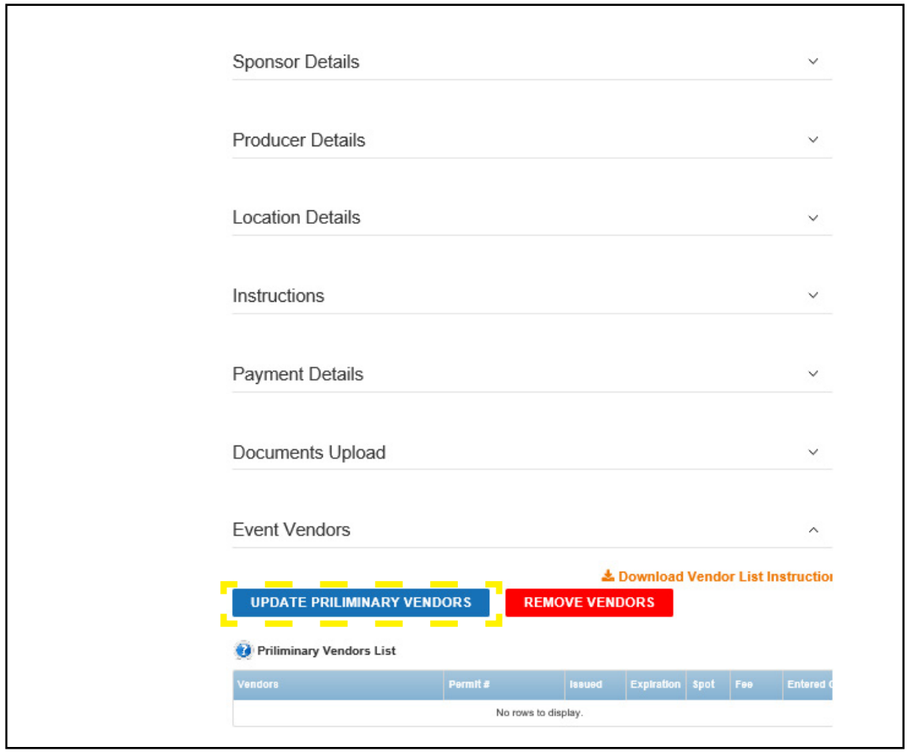
12 After adding all vendors, click “My Events”



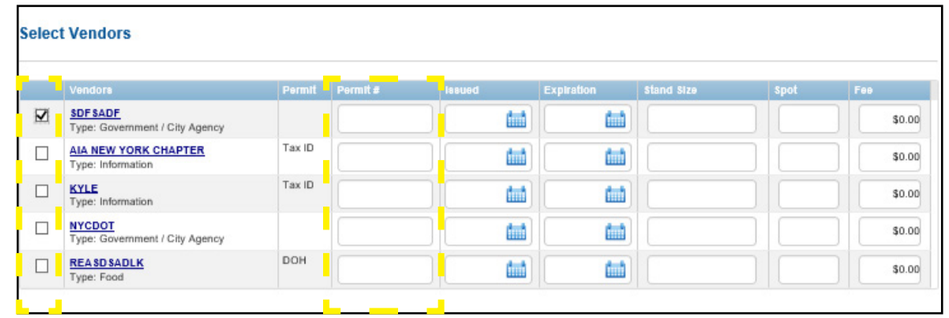
13 Choose the event you are working on



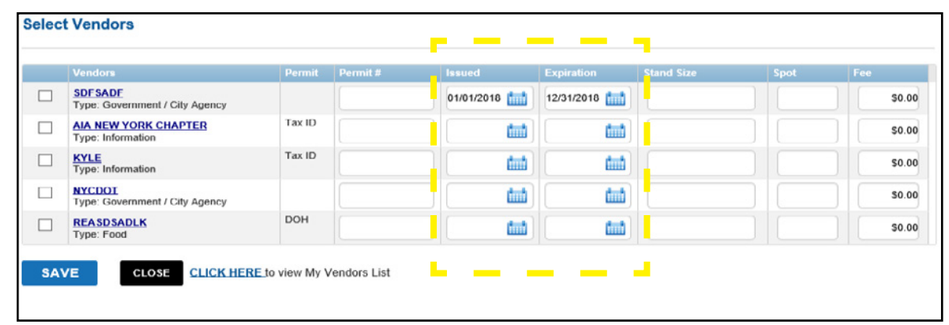
14 Scroll down to the “Update Preliminary Vendors” button and click



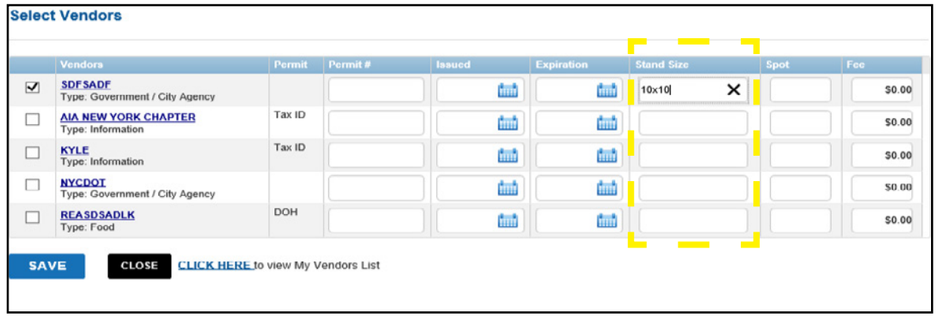
15 In the pop up window, select vendors by checking the corresponding boxes on the left and Fill in permit/tax ID number information when applicable according to permit type.



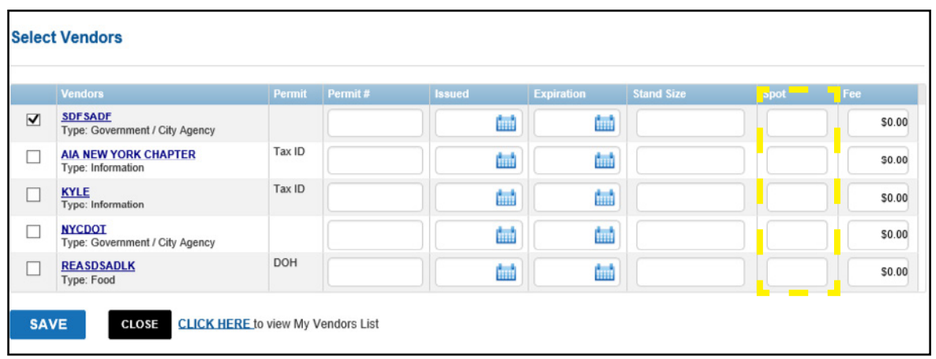
16 For the issued/expiration dates column, input the information if the permit has it listed. Otherwise, use this calendar year 1/1/19 - 12/31/19



16 List the stand size for each vendor



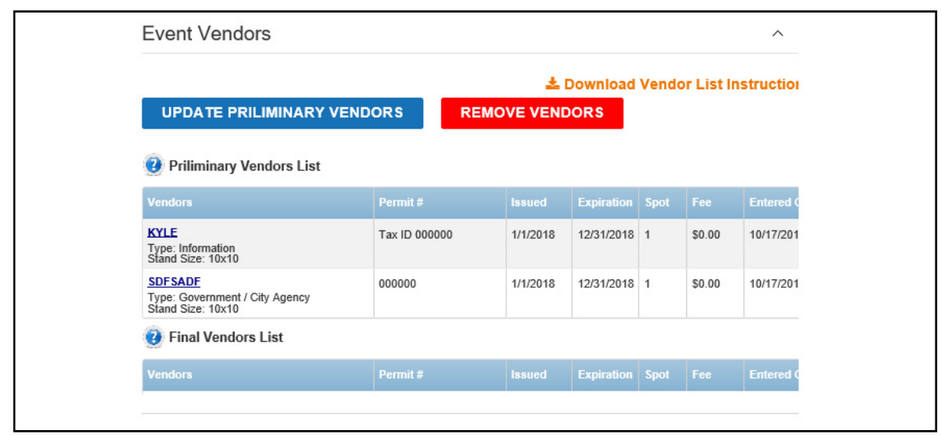
17 Assign a spot number to each vendor. *These spot numbers should be used as labels on the site plan and must match the vendor list.*



18 Leave the fee column as $0.00 for all vendors

19 Click “Save” to exit and create the vendor list

20 The new preliminary list will be populated with the vendors chosen from the “Select Vendors” pop up window. The final list will be generated only after the SAPO permit is issued



summer
SPACE