



District of Columbia Housing Authority
1133 North Capitol Street, NE Washington, DC 20002-7549
(202) 535-1000

Nathan E. Bovellet, Interim Executive Director

August 25, 2017

Dear Potential Vendor:

I am pleased to announce 2017 DCHA Vendors Bazaar! This year's Bazaar will take place on **Friday, September 22, 2017** on the front lawn at 1133 North Capitol Street, NE, Washington, DC 20002. Operating hours are 11 AM - 4 PM. The Vendors Bazaar is only steps away from the New York Avenue on the Red line.

Spaces are now available to those interested in selling their merchandise. **Prepayment is required.** Registration fees will increase after **September 1, 2017**. Prepayment will only be refunded if we cannot accommodate you. Vendors will receive a confirmation letter, e-mail, or phone call after we receive your completed reservation form and payment.

Vendors must bring their own tables and chairs and should be prepared to protect themselves and their merchandise from bad weather. All spaces are outdoors and uncovered. Prohibited items include animals, weapons, explicit sexual material, and personal services. Vendor parking is available on all streets and neighboring parking lots surrounding the building. **Set-up will begin at 10 AM.** Assignments are done on a first come first served basis. Vendors are responsible for removing all trash from their area at the close of business.

If vendors have questions regarding licensing and/or sales tax collection they should contact the Office of Tax and Revenue at 941 North Capitol Street, NE, Customer Service Center on the 1st Floor, (202) 727-4829, www.cfo.dc.gov.

Your participation in this event will enable us to raise money to assist to needy families living in public housing and furnish you with a venue to showcase and make money on your merchandise. To participate in our bazaar(s) complete the attached registration form, DCHA vending space agreement, and return with payment to **The DCHA-ORS Vendors Bazaar c/o Dorothea Roundtree, 1133 North Capitol Street, NE, Suite 147, Washington, DC 20002. Make checks or money orders made out to Community Visions, Inc.** If you have additional questions or concerns, please contact me at (202) 535-1517. We look forward to working with you.

Sincerely,

Dorothea Roundtree
Vendors Bazaar Organizer