



CITY OF ALBANY, NY  
OFFICE OF SPECIAL EVENTS &  
CULTURAL AFFAIRS  
CITY HALL  
ROOM 402, 24 EAGLE STREET  
ALBANY, NEW YORK 12207  
(518) 434-2032  
WWW.ALBANYEVENTS.ORG

KATHY M. SHEEHAN  
MAYOR

MELLI ROSE  
DIRECTOR

February 20, 2015

Dear Prospective Vendor,

Please find attached the food vendor application for the 2015 Albany Dad Fest. The date is Sunday, June 21, 2015. Dad Fest is a new event celebrating Capital Region fathers with music, food, beverages and family fun, held at Jennings Landing at the Hudson Riverfront from 1 p.m. to 5 p.m.

**The permit fee must be submitted with the vendor application and is due no later than April 15, 2015.**

Prospective vendors must complete an application and return it with payment to the Special Events Office in order to be considered for participation. Vendor spaces are limited. Applications will be examined and evaluated by an independent committee to determine whether each vendor meets the requirements of this application based on the following criteria:

- Vendor's demonstrated capabilities, professional qualifications, and experience.
- The wherewithal of the Vendor to render the requested services to the City.
- Total proposed cost (price of food).
- Quality of the food.
- Menu options/variety of food offered to maximize limited space available for the event.
- Completeness of the application.
- Presentation of booth and signs.
- Experience in providing food vendor services in similar events.
- How Vendor's food items fit into the spirit and character of the event.

All applications will be reviewed and selected by a panel of jurors. Notifications of acceptance or rejection will go out on **April 30, 2015**.

Please be advised that the City reserves the right to remove any vendor, at any time, from vending during the concert without refund if vendor is in violation of the City's Policies and Procedures.

Also, in keeping with Albany's "Going Green" initiative, the City prohibits the use of polystyrene foam containers, cups, or bowls. Please review policy and procedure rule # 9 for additional details.

If you have any questions or concerns regarding Dad Fest, please contact me at (518) 434-2032 or [mkimble@albanyny.gov](mailto:mkimble@albanyny.gov). On behalf of the Office of Special Events & Cultural Affairs, we value your participation and interest in City of Albany events. We look forward to working with you to make the first annual Dad Fest a huge success!

Monique Kimble  
Logistics Coordinator  
City of Albany Special Events & Cultural Affairs

**VENDOR PERMIT APPLICATION**  
**2015 Albany Dad Fest**  
**June 21, 2015**

**Application deadline for food vendors is April 15, 2015.**

Fill out completely and please print:

Name: \_\_\_\_\_  
Last First

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_ Sales Tax I.D./ S.S.# \_\_\_\_\_

**Menu with prices (please provide a complete menu, including beverages and prepackaged foods).**

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**Food vending experience and references:**

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**Booth space size: 20' X 10'. Vendor should attach a diagram and/or photo of booth and any signs/menus to be used.**

**Permit Fee: \$250.00 (make check or money order payable to the City of Albany).**

**Please note for this City of Albany Special Event only:  
This concert is extremely weather sensitive. If we should cancel this event, vendors will be notified no later than 9:00 a.m. on June 21 and your vending fee will be refunded.**

Vendors must provide their own electricity, water, tables and chairs.

The terms and conditions of my participation include adherence to the policies and procedures attached to this application. My signature affixed hereto is confirmation that I have read these policies and procedures and will abide by its terms.

**Signature of Vendor:** \_\_\_\_\_


**Print Name and Title:** \_\_\_\_\_

**Please send to:**  
City of Albany  
Office of Special Events & Cultural Affairs  
City Hall, Room 402  
Albany, NY 12207  
Attn: Monique Kimble

**2015 Albany Dad Fest  
Policies and Procedures**

1. Only one business or organization may operate in each exhibit space. Sharing of booth space with other businesses or organizations is prohibited. Booth/tent space may not be reassigned or sublet. Vendors may not distribute, display, or sell products, literature, or other items from any business or organization other than the one specifically contracted with Dad Fest Committee to rent the booth or tent space.
2. City of Albany/Dad Fest Committee reserves the right to change the location, dates, hours, or to terminate entirely the operation of the scheduled event, at any time and without prior notice to the vendor. City of Albany/Dad Fest Committee will make reasonable efforts to provide advance notice to vendors of any changes or cancellations.
3. Items and products:
  - a. An Vendor Application must be completed, including a full list of all items or products to be sold, distributed free or sampled; these must be approved by the Dad Fest Committee prior to the start of the festival.
  - b. Nothing may be sold or distributed free without prior consent of the Dad Fest Committee.
4. General Rules for Vendors:
  - a. Vendors must provide their own water, electric, tables and chairs.
  - b. Vendors must make their own arrangements for transport of their products, equipment, etc. to and from their exhibit spaces; festival personnel are not available to assist, and the festival cannot provide storage space for product, equipment, literature, etc. for Vendors.
  - c. Vendors must take full responsibility for set-up and other display materials; Dad Fest Committee will establish set-up and takedown times.
  - d. Vendors must have personnel present and in their booths at all times during the official operating hours of the festival: 1pm to 5pm.
  - e. **Vendors may not open or close earlier or later than the official operating hours**, without express permission of Dad Fest Committee.
  - f. Vendors must keep all displays, merchandise, etc. within the confines of the tent or space itself.
  - g. Vendors must keep boxes and cartons out of sight.
  - h. Vendors must maintain a neat and clean area, and provide refuse bags to condense and secure all waste produced by the booth.
  - i. Vendors may not hawk, peddle, sell, or advertise outside the assigned area.
  - j. Vendors may not distribute literature or other items to passers-by while standing outside of the assigned area.
  - k. Vendors may not have music or conduct activities that may be disruptive to neighboring Vendors, passers-by, or Dad Fest Committee personnel: City of Albany/Dad Fest Committee reserves the right to make such determinations.
  - l. Vendors must return the areas to their pre-festival condition (if repair and cleaning costs are incurred and City of Albany/Dad Fest Committee determines Vendor is responsible, the Vendor will be billed for the cost of the repair.) Also the Vendor must comply with the September 1, 1992 New York State Source Separation Law when vending in the City of Albany (separate all waste for proper recycling and disposal).
  - m. Vendors must comply with the festival's parking regulations.
  - n. No vehicles (cars, trucks, trailers, etc.) of any type may be driven on the grass or sidewalks or parked on or near Vendor's assigned location during the festival.
  - o. City of Albany/Dad Fest Committee may, for publicity purposes, use any photographs/slides and information received or obtained.
  - p. Vendors must operate their business in a professional manner. At the discretion of the Dad Fest Committee, any Vendors, or any agents or employees of the Vendor who do not conduct themselves in a professional manner and according to the policies contained herein may be removed from the festival. Festival coordinators reserve the right to remove any objectionable merchandise from any booth. **NO** merchandise shall be displayed or sold with the name "Dad Fest" in any form.
  - q. **Vendors that are using an electric generator or any other motor must soundproof that device to the satisfaction of the Dad Fest Committee. (THIS WILL BE STRICTLY ENFORCED DUE TO CONTINUAL COMPLAINTS. THE COMMITTEE SUGGESTS ANYONE USING A GENERATOR TO EITHER HAVE A BACKUP THAT RUNS MORE QUIETLY OR TO HAVE THEIR CURRENT ONE SERVICED. The committee does have the right to make anyone not conforming to this or any policies or procedures shut down for the remainder of the festival.)**
  - r. If requested, vendors shall provide receipts of merchandise sold to purchaser. Refunds will also be given if the purchaser is unsatisfied with quality.
  - t. **Vendors that are cooking and/or vending food products (other than using deep-fryers) shall at all times have a 9lb minimum, commercial grade, ABC-type fire extinguisher within the permitted exhibition space. Vendors that are using deep fryers shall at all times have a 6-liter, K-type fire extinguisher within the permitted exhibition space. Vendors shall allow the Albany Fire Department to inspect said fire extinguisher, as well as the permitted exhibition space. The Dad Fest Committee maintains the right to close any exhibit not in compliance with the above policy.**
  - u. Vendor must comply with City tobacco free-park legislation [Ordinance 38.52.14]. Effective January 1, 2015, all parks in the City of Albany are curb-to-curb tobacco-free. Smoking of any kind is prohibited. Vendors in violation of this policy may be subject to fine and may face revocation of permit or termination of contract for events.

5. Permits/Certificates:
  - a. Vendors are solely responsible for collecting and paying all New York State sales taxes and shall properly display their New York State Sales Tax Certificate.
  - b. Vendors are responsible for obtaining and displaying festival permits as required, and operating within any local, state, or federal guidelines or laws.
6. Vendor is solely liable for equipment (installation, operation, and tear down), and any other personal property at the festival. Vendor represents he or she has insurance coverage for said items to cover loss due to vandalism, theft, or any other casualty. Security is provided at specific designated times; however, any losses due to fire, theft, damage, or injury are the sole responsibility of the Vendor. It is specifically agreed that the City of Albany, the Dad Fest and the Dad Fest Committee shall be held harmless for any claim of theft, vandalism, casualty, or loss.
7. The Vendor shall defend, indemnify, and save harmless the City of Albany, Dad Fest, the Dad Fest Committee, and their employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the Vendor and/or the Vendor's employees or agents, to the extent of the responsibility of the Vendor and/or the Vendor's employees or agents for such claims, damages, losses, and expenses.
8. **Food vendors must procure and maintain Commercial General Liability insurance coverage with limits of \$1,000,000 for each occurrence. An insurance certificate evidencing insurance coverage must be submitted not later than April 15, 2015.**
9. **Vendors will be prohibited from the use of polystyrene foam containers, cups, or bowls. Also known as "Styrofoam", these items are usually marked with the following symbol:**



**Any vendor found using the above mentioned products marked with this symbol will receive a warning. A second offense will be immediate termination of contract and removal from event without a refund of vending fee.**
10. Vendor shall not bring any animal or pet of any kind within the event, except any animal as defined as a service animal under the Americans with Disabilities Act (ADA); this includes vendor booth spaces.

**I understand and agree to abide by the above policies and procedures. Upon acceptance of my application, this form will be binding and will represent the terms of the permit agreement. I understand that the City reserves the right to remove any vendor, at any time, from vending during the concert series, without refund, if vendor is in violation of the City's Policies and Procedures.**

Authorized Signature \_\_\_\_\_

Vendor Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

**Please return with application to:**

**City of Albany  
Office of Special Events & Cultural Affairs  
City Hall, Room 402  
Albany, NY 12207  
Attn: Monique Kimble**

# **VENDOR PERMIT APPLICATION CHECKLIST**

**Did you remember to:**

- 1. Fill out and submit application form completely. Incomplete forms and those lacking Sales Tax I.D. number will be immediately rejected.**
- 2. Read, sign, and submit the Policies and Procedures.**
- 3. Enclose proof of Commercial General Liability insurance, workers compensation (C105.2) and disability (DB-120.1) or a Certificate of Attestation of Exemption (CE-200).**
- 4. Enclose a diagram or photo of the booth and any signs/menus to be used.**
- 5. Enclose check or money order for permit fee, made payable to the City of Albany.**

**NOTE: Applications must include all items above to be considered.**