



City of Albany, NY
Office of Cultural Affairs
City Hall
24 Eagle Street, 4th Floor
Albany, New York 12207
(518) 434-2032
WWW.ALBANYEVENTS.ORG

KATHY M. SHEEHAN
MAYOR

ALAY MEDINA
DIRECTOR

May 17, 2018

Dear Prospective Vendor,

The Alive at Five Concert Series is returning to Jennings Landing this year for its 29th season. This series has proven to be a staple of summer in the Capital Region, showcasing a diverse lineup of big names, up-and-coming acts, and the region's most talented original artists. Alive at Five offers eight weeks of critically-acclaimed free to the public concerts spanning across all music genres.

New this year, we are offering half series commitment options to go along with the full 8 week run for a limited number of retail vendors to fill the concert series with a variety of quality craft, art, and retail vendors for the public to enjoy.

Enclosed, please find an application packet with the information sheet explaining the application process each vendor must follow. Please use the application sheet provided and be sure to understand the policies and procedures of vendor participation.

The concert series dates are June 7, June 14, June 21, June 28, July 12, July 19, July 26, and August 2, 2018. All of the Alive at Five concerts will be held at Jennings Landing at the Corning Preserve, or at the Corning Preserve Boat Launch in cases of inclement weather. Vendors must be available for all the dates selected to be considered.

On behalf of the City of Albany Office of Cultural Affairs, we look forward to receiving your application for 2018 Alive at Five. If you have any questions regarding the application process, please contact me at **(518) 434-5416** or tversocki@albanyny.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Alay Medina".

Alay Medina
Director
City of Albany Office of Cultural Affairs



RETAIL

VENDOR INFORMATION

June 7,14,21,28
July 5,12,19,26
August 2
Jennings Landing Albany, NY

GUIDELINES

- The City of Albany requires all retail, craft, or art products for sale or display to be of professional quality. Vendor's display should be visually appealing to help enhance the overall aspect of the event.
- Only products represented in the application and by the attached photos may be sold in booth space.
- Booths may not be shared.
- Alive at Five is rain or shine: no refunds will be given due to inclement weather; rain location will be utilized if needed.

SELECTION

- Applications will be judged on specific application criteria and the overall integrity of the event.
- Acceptance into previous events does not guarantee acceptance into the 2018 series.
- Failure to provide all required information will be deemed an incomplete application, resulting in rejection.

TIMELINE

June 7- Aug 2 Load in 12:00pm – 4:00pm
Event 4:30pm - 8:00pm

FEES

- One (1) check or money order made payable to “**The City of Albany**” for the total number of weeks you wish to be a part of **\$50/week**.
- All vendor fees must be included with the submission of your application. The City will not accept personal checks from any vendor who has had a check returned for insufficient funds. In this case, payment must be made via certified check or money order. If your application is rejected, your check will be returned to you.
**Limited space available onsite per week, priority is given to 8-week vendors.*
- All vendor fees must be included with the submission of your application. Rejected applicants will receive returned check or money order for booth space.
- The City will not accept personal checks from any previous vendor who has had a check returned for insufficient funds.

BOOTH

- Booth space: **10' wide by 10' deep**. All displays and products must remain within the confines of the space provided.
- Vendor to provide own electricity, water, tents, tables, chairs, weights, and displays. Booth may not be level, bring leveling devices for displays. This is an outdoor event; be prepared for all types of weather.
- For safety, all tents must be tied down by weights of a minimum 40lbs. per leg, no staking of tents allowed within the park.
**The City of Albany reserves the right to force the removal of any aspect within their booth if deemed to be unsafe.*

PHOTOS

- Four (4) digital photos submitted with the application: Two (2) representative of the food you plan to sell. One (1) booth setup. One (1) menu.
- All photos submitted in working JPEG format via CD, USB drive or email, **vendor@albanyny.gov**, to be used in the jury process.
- Be sure to include applicant's name on all photos provided. Please note, CD, and USB will not be returned.

ADDITIONAL INFORMATION

- If accepted, a packet containing load-in procedures, parking information and other necessary information for the series.
- Workers compensation (C105.2) and Disability (DB-120.1) Liability insurance, minimum limit of one million dollars required.
- The vendor is required to collect and pay NY State Sales tax. A current New York State Tax ID number must be provided on your application and a current Certificate must be displayed within your booth during the festival.
- Failure to adhere to these requirements or to submit all necessary information required will result in immediate rejection.
- The City of Albany maintains the right to close any exhibit, not in compliance with the provided Policies and Procedures.

www.ALBANYEVENTS.org

(518)434-5416
2018 Alive at Five
Food

@albanyevents



Vendor Application

Fill out completely and please print or type

NAME: _____
(Last) (First)

BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ **State:** _____ **Zip:** _____

PHONE (home): _____ (cell): _____

EMAIL: _____ **WEBSITE** (not required): _____

NEW YORK STATE TAX ID: _____

DESCRIPTION OF ATTACHED PHOTOS

Including pricing, products, booth display

PHOTO 1. _____

PHOTO 2. _____

PHOTO 3. _____

PHOTO 4. _____

FEES: One (1) checks or money orders made payable to "THE CITY OF ALBANY" must be submitted with the application.
\$50.00 Booth Fee (returned if not accepted)

If you are selling or sampling any type of food or body care product you must include:

- Proof of Commercial General Liability insurance with a minimum limit of one million dollars.

One (1) Vendor parking permit is provided onsite at this event. Provide information for the vehicle/trailer permit.

Vehicle Plate Number	State Plate Issued	Make & Model
Trailer Plate Number	State Plate Issued	

MAIL COMPLETED APPLICATIONS TO:

VENDOR COORDINATOR
CITY OF ALBANY OFFICE OF CULTURAL AFFAIRS
24 EAGLE STREET
ROOM 402
ALBANY, NY 12207

2018 City of Albany Alive at Five Policies and Procedures

2018 Albany Alive at Five Concert Series *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. Exhibitors may not distribute, display, or sell products, literature, or other items from any business or organization other than the one specifically contracted with the City of Albany to rent the booth or tent space.
2. The City of Albany 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. The City of Albany will make reasonable efforts to provide advance notice to vendors of any changes or cancellations.
3. Items and products:
 - a. An Exhibitor 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 City of Albany prior to the start of the event.
 - b. Balloons, stickers, t-shirts, or posters may not be sold or distributed free without the prior consent of the City of Albany.
4. General Rules for Exhibitors:
 - a. Exhibitors must provide their own water, electric, tables and chairs.
 - b. Exhibitors must make their own arrangements for transport of their products, equipment, etc. to and from their exhibit spaces; event personnel are not available to assist, and cannot provide storage space for product, equipment, literature, etc. for exhibitors.
 - c. Exhibitors must take full responsibility for set-up and other display materials; City of Albany will establish set-up and takedown times.
 - d. Exhibitors must have personnel present and in their booths at all times during the official operating hours of the event: 4:00pm to 8:00pm weekly.
 - e. Exhibitors may not open or close earlier or later than the official operating hours without express permission of City of Albany.
 - f. Exhibitors must keep all displays, merchandise, etc. within the confines of the tent or space itself.
 - g. Exhibitors must keep boxes and cartons out of sight.
 - h. Exhibitors must maintain a neat and clean area, and provide refuse bags to condense and secure all waste produced by the booth.
 - i. Exhibitors may not hawk, peddle, sell, or advertise outside the assigned area.
 - j. Exhibitors may not distribute literature or other items to passers-by while standing outside of the assigned area.
 - k. Exhibitors may not have music or conduct activities that may be disruptive to neighboring exhibitors, passers-by, or Alive at Five personnel; the City of Albany reserves the right to make such determinations.
 - l. Exhibitors must return the areas to their pre-event condition (if repair and cleaning costs are incurred and the City of Albany determines Exhibitor is responsible, the Exhibitor will be billed for the cost of the repair.) Also the Exhibitor 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. Exhibitors must comply with the event's parking regulations.
 - n. With the exception of food trucks or trailers, no vehicles of any type may be driven on the grass or sidewalks or parked on or near exhibitor's assigned location during the event.
 - o. The City of Albany may, for publicity purposes, use any photographs and information received or obtained.
 - p. Exhibitors must operate their business in a professional manner. At the discretion of the City of Albany, any Exhibitors, or any agents or employees of the Exhibitor who do not conduct themselves in a professional manner and according to the policies contained herein may be removed from the event. Event coordinators reserve the right to remove any objectionable merchandise from any booth. No merchandise shall be displayed or sold with the name "Alive at Five" in any form.
 - q. Exhibitors that are using an electric generator or any other motor must soundproof that device to the satisfaction of the City of Albany. (This will be strictly enforced due to continual complaints. The City of Albany suggests anyone using a generator to either have a backup that runs more quietly or to have their current one serviced. The City of Albany does have the right to make anyone not conforming to this or any policies or procedures shut down for the remainder of the event.)
 - r. Receipts upon sale of merchandise will be given to purchaser. Refunds will also be given if the purchaser is unsatisfied with quality of workmanship or if defect in material or craftsmanship are found to exist.
 - s. Exhibitors 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. Exhibitors that are using deep fryers shall at all times have a 6-liter, K-type fire extinguisher within the permitted exhibition space. Exhibitors shall allow the Albany Fire Department to inspect said fire extinguisher, as well as the permitted exhibition space. The City of Albany maintains the right to close any exhibit not in compliance with the above policy.
 - t. Exhibitor 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. Exhibitors 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. Exhibitors 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. Exhibitors are responsible for obtaining and displaying event permits as required, and operating within any local, state, or federal guidelines or laws.

- 6. Exhibitor is solely liable for equipment (installation, operation, and tear down), and any other personal property at the event. Exhibitor 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 specifically designated times; however, any losses due to fire, theft, damage, or injury are the sole responsibility of the Exhibitor. It is specifically agreed that the City of Albany, Alive at Five and Alive at Five personnel shall be held harmless for any claim of theft, vandalism, casualty, or loss.
- 7. The Exhibitor shall defend, indemnify, and save harmless the City of Albany, Alive at Five, Alive at Five personnel, 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 Exhibitor and/or the Exhibitor's employees or agents, to the extent of the responsibility of the Exhibitor and/or the Exhibitor'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 21, 2017.**
- 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 may result in immediate termination of contract and removal from the event without a refund of vending fee.

- 10. Exhibitor 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 a vendor is in violation of the City's Policies and Procedures.

AUTHORIZED SIGNATURE _____

EXHIBITOR NAME (print) _____ **DATE** _____



**2018 CITY OF ALBANY
ALIVE AT FIVE
VENDOR APPLICATION
CHECKLIST:**

- ✓ Fill out and submit application form completely. Incomplete forms and those lacking Sales Tax I.D. or Social Security numbers will be immediately rejected.
- ✓ Read, sign, and submit the Policies and Procedures.
- ✓ 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). (If applicable)
- ✓ Enclose photos of the booth and representative items.
- ✓ Enclose check or money order for permit fee, made payable to the City of Albany.

SEND APPLICATIONS TO:
Vendor Coordinator
City of Albany Office of Cultural Affairs
24 Eagle Street
Room 402
Albany, NY 12207