



City of Albany, NY
SECA | Office of Special Events & Cultural Affairs
City Hall
24 Eagle Street, 4th Floor
Albany, New York 12207
(518) 434-2032

KATHY M. SHEEHAN
MAYOR

WWW.ALBANYEVENTS.ORG

RENEE OVERDYKE
DIRECTOR

June 24, 2016

Dear Artist Applicant:

The September in the City Art Fair is returning to Tricentennial Park!

We invite visual artists in the following mediums: **drawing, painting, watercolor, acrylic, pastel, oil, photography, sculpture, mixed media** and **crafts** to sell and exhibit at the **September in the City Art Fair** held in Tricentennial Park at Broadway and Columbia St. in Albany, from 11:30 a.m. to 2:00 p.m., on **September 7, 14, 21 and 28, 2016**.

Enclosed is the application packet for the **2016 September in the City Art Fair**. The information sheet explains the application process each applicant must follow. If interested, please fill out the application and be sure you understand the terms and conditions of participation before signing. **Failure to provide all the information required may result in rejection. Please include your NYS Sales Tax Number or Social Security Number if selling your artwork.**

Pre-registration is required for each day at \$10.00 per day due by August 17, 2016. Booth is **NON-TRANSFERABLE** and your fee is **NON-REFUNDABLE**. *If you select to exhibit all four days, the registration fee is \$35.00.* **There are no rain dates for the event and there will be no refunds.**

Prospective vendors must complete an application and return it with payment to the Special Events Office in order to be considered for participation. Work must be original, handcrafted, expertly executed and completely finished. **Unacceptable** work includes: ceramics from commercial molds, cut bottles, and kits. No representatives or stores representing artists or craftspeople may apply. **No manufactured products or art and craft supplies may be displayed or sold at this show.** Vendor spaces are limited. Careful consideration will be made for City of Albany businesses. However, all vendors will ultimately be determined and selected based on specific application criteria and the overall integrity of the event. Applications will be examined and evaluated by a 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.
- * Originality & uniqueness of hand crafted items.
- * Quality and price of items offered.
- * Completeness of the application.
- * Variety of art offered.
- * Type of art/craft medium

Make check payable to: **City of Albany**

Send application to: Ryan Murray, Art Fair Coordinator
Office of Special Events & Cultural Affairs
City Hall – 4th Floor
Albany, NY 12207

The City of Albany is providing free parking for registered artists on the streets bordering the park. You may bring a canopy or a pop-up tent to protect your artwork. The artist booth spaces are **10' long by 10' deep by 10' high**. **THE CITY DOES NOT PROVIDE ELECTRICITY, TABLES, CHAIRS, OR WATER.** Set-up will begin at 9:30 a.m. and take-down must be completed by 3:00 p.m.

On behalf of the Office of Special Events, I look forward to receiving your application. If you have any questions or concerns, I can be reached at (518) 434-5415, by email at murray@albanyny.gov by fax at (518) 426-0759.

Sincerely,

Ryan Murray
Art Fair Coordinator Enc.

**September in the City Art Fair
Tricentennial Park
September 7, 14, 21 and 28, 2016
11:30 AM – 2:00 PM**

General Information: September in the City Art Fair will be held **September 7, 14, 21 and 28, 2016** outdoors in Tricentennial Park. Hours are 11:30 AM – 2:00 PM.

Standards: **Original** works of art including: drawings, paintings, pastels, oils, photography and sculpture that are suitable for a community based art show will be accepted. **No representatives of stores, or stores representing artists or photographers may apply.** No manufactured products, art supplies, or buy/sell items may be displayed or sold at this show.

Jewelry and crafts vendors may also apply; work must be original, handcrafted, expertly executed and completely finished. Manufactured products, ceramics from commercial molds, cut bottles and kits are examples of **unacceptable** work for this event. Show coordinator reserves the right to remove any objectionable art from any booth. Artist must be present to attend booth.

Fees: Pre-registration is required for each day at \$10.00 per day or \$35.00 for all 4 shows, **due by August 17, 2016** with your application. Booth is **NON-TRANSFERABLE** and your fee is **NON-REFUNDABLE**. We require that vending fees accompany your application. A completed application will not be considered without the booth fee(s). Vendor spaces are limited.

Booth Space: Booth spaces are 10' long by 10' deep by 10' high. Booths may not be shared among more than one artist or business.

THE CITY DOES NOT PROVIDE ELECTRICITY, TABLES, CHAIRS, OR WATER. Use of generators is prohibited. Artists must provide his/her own display easels, tables, chairs, and any other equipment for displaying their work.

All spaces are outdoors. Artists are advised to be prepared for inclement weather including windy conditions. Artists portfolios are encouraged (portfolios may be included in display). There are no rain dates for the event and there will be no refunds.

SELECTION PROCEDURE: Screening of applications will be conducted by a jury of experts based on submitted photos. The jury will make selections based on originality, creativity and technical skill, as well as available space in Tricentennial Park.

ACCEPTANCE: Notification of acceptance will be sent August 24th along with complete instructions on load-in procedures.

RAIN CALL: In the event of heavy rains or inclement weather, the event will be canceled. All vendors will be notified by 9 a.m. the morning of the event.

CHECK LIST:

- Fill out application form **completely**. New York State Sales Tax Number or Social Security Number requested if artist is selling his/her artwork.
- Sign application and Policy & Procedures statement. **Applications without signature will be returned.**
- Four (4) photos and description by hardcopy or on CD.
- Check payable to the **City of Albany** is enclosed.

September in the City Art Fair Application
Tricentennial Park
September 7, 14, 21 and 28, 2016
11:30 AM – 2:00 PM

Pre-registration is required for each day at \$10.00 per day or \$35 for the full series of 4 dates due by August 17, 2016.

Booth is NON-TRANSFERABLE and your fee is NON-REFUNDABLE. Booth spaces are 10' long by 10' deep by 10' high. Booths may not be shared among more than one artist or business.

Check the date(s) you wish to sell and/or exhibit your artwork.

DATE	<input checked="" type="checkbox"/>	REGISTRATION FEE
Wednesday, September 7		\$10.00
Wednesday, September 14		\$10.00
Wednesday, September 21		\$10.00
Wednesday, September 28		\$10.00
All 5 days	TOTAL	\$35.00

Make check payable to **City of Albany**.

Mail application to: Ryan Murray, Art Fair Coordinator
Office of Special Events & Cultural Affairs
City Hall – 4th Floor
Albany, NY 12207

The City of Albany is providing free parking for registered artists on the streets bordering the park. **Only one vehicle per vendor (plus one trailer if applicable) will be allowed. If you have additional vehicles, you must park at any available spot outside of the park.** Please provide us with the following information:

License Plate Number of the vehicle you are driving _____

License Plate Number of trailer (if applicable) _____

Make of vehicle _____

Color of vehicle _____

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

Signature of Exhibitor _____

Date

September in the City Art Fair Policies & Procedures
Tricentennial Park
September 7, 14, 21 and 28, 2016
11:30 AM – 2:00 PM

1. I agree that upon the sale of merchandise I will give a receipt upon request and will refund the full purchase price if a customer is unsatisfied with the quality of workmanship or if defects in materials or craftsmanship are found to exist.
2. My exhibit will consist ONLY OF MY ORIGINAL WORK along with an optional demonstration of my artwork.
3. I understand that the booth fee is non-transferable toward future September in the City Art Fair dates and non-refundable.
4. 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 to rent the booth or tent space.
5. I agree not to hold the City of Albany, on whose property I exhibit my work, responsible for personal injuries or property damage, and I agree not to be party to any legal action against it.
6. I agree to pay Sales Tax on all sales directly to government authorities.
7. I will cause no damage to Tricentennial Park nor deface city property in any way and I agree to reimburse the City of Albany in full for all expenses incurred in repairing any damage caused by me or my exhibit.
8. All exhibitor personnel, merchandise, fixtures, etc., on the premises are my own sole responsibility and I agree to indemnify and hold harmless the City of Albany, upon whose property I am exhibiting my work, from all liability stemming from their presence or their acts.
9. I agree to abide by all applicable state, federal, and local laws, and any rules and requests that the City of Albany may make from time to time for the safety and operation of this event.
10. I will leave my booth clean and free of refuse at the end of each day, and leave the premises in the same state and condition, reasonable wear and use excepted. I agree to comply with the September 1, 1992 New York State Separation Law when vending for the City of Albany. I agree to separate all my waste for proper recycling and disposal.
11. I am fully aware and agree that my permit may be revoked for infraction of the foregoing regulations, and realize that the penalty for not observing regulations is cancellation of my space and forfeiture of the booth fee.
12. 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.
13. 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.

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 agreement:

Artist signature: _____

Artist name (please print): _____ **Date:** _____