



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

January 12, 2015

Dear Tulip Festival Applicant,

This year we are celebrating the **67th Annual Albany Tulip Festival**. All vendors that are chosen for this show should come prepared to vend on Saturday, May 9 and Sunday, May 10. Hours of operation for the two days are 11am – 6pm.

The vendors will be chosen by a selection committee, which consists of three members of the Tulip Festival Committee. Those selected will provide a wide variety of foods, attractive displays, competitive prices, and will be in compliance with all Albany County Department of Health temporary food service permit requirements. **Keeping with Albany's "Going Green" initiative, we will be prohibiting the use of polystyrene foam containers, cups, or bowls. Please review your policy and procedure rule # 9 for additional details.**

Enclosed, please find an application packet for the Albany Tulip Festival 2015. The information sheet explains 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 before signing. (Failure to provide all information required, will result in immediate rejection.)** In order for applicants to plan their 2015 festival calendars, we would like the application/notification process to proceed quickly; this process will allow vendors, if not selected, to make other arrangements for this weekend. Applications **must be received** by **Monday, February 17, 2015. You must include your Sales Tax ID, Commercial General Liability insurance, workers compensation (C105.2) and disability (DB-120.1) or a Certificate of Attestation of Exemption(CE-200).**

Notification of acceptance or rejection will be mailed out by Monday, March 16, 2015.

On behalf of the City of Albany Office of Special Events and Cultural Affairs, we look forward to receiving your application for Tulip Festival 2015. If you have any questions regarding the application process, please contact me at (518) 434-5416 or mkimble@albanyny.gov.

Sincerely,

Monique M. Kimble

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

**The City of Albany
presents
The 67th Annual Tulip Festival**

General Information: The 2015 Albany Tulip Festival will be held on May 9 and 10, 2015 in Washington Park. **This is an outdoor event. There is no rain date and there will be no refunds.**

Selection Procedure and Application Deadline: Screening of applications will be conducted in order to provide a variety of food vendors, with the widest assortment of foods, attractive displays and competitive prices. Careful consideration will be made for City of Albany businesses, however, all vendors will ultimately be determined & selected based on specific application criteria and overall integrity of the event. ***Applications must be received by February 17, 2015.*** Notification regarding participation will be mailed by **March 16, 2015**.

Selection Committee: The 2015 Tulip Festival Selection Committee will consist of three specific members of the Tulip Festival Committee.

Standards:

- Must meet all Albany County Health Department temporary food service permit requirements.
- **Albany's "Going Green" initiative, prohibiting the use of polystyrene foam containers, cups, or bowls. Please review your policy and procedure rule # 9 for additional details.**

About Photos: Each applicant must submit 1 photo (no slides, please) of your booth. Photo will be used for selection purposes to insure the highest quality show possible.

Booth Space: 30' long by 10'

Additional Information: Complete instructions will be sent with your acceptance notifications.

Fees: \$630. We require that vending fees accompany your application. The City will not accept personal checks from any vendor who has had a check returned for insufficient funds. Payment from these vendors must be made via certified check or money order.

Please Note:

- Exhibitors that are cooking and/or vending food products (other than using deep-fryers) shall at all times have a 10lb 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 Albany Tulip Festival Committee maintains the right to close any exhibit not in compliance with the above policy.

Check List:

1. Fill out application form completely. Incomplete forms and those lacking Sales Tax number will be immediately dismissed. The Policies and Procedures that is attached must be signed.
2. Proof of Commercial General Liability insurance, workers compensation (C105.2) and disability (DB-120.1) or a Certificate of Attestation of Exemption (CE-200).
3. One photo required of all participants. Please mark photo with exhibitor's name.
4. Vending fee must accompany your application. The City will not accept personal checks from any vendor who has had a check returned for insufficient funds. Payment from these vendors must be made via certified check or money order.

2015 Tulip Festival Application
Washington Park
Albany, New York
May 9 & May 10, 2015
Application deadline is February 17, 2015

Fill out completely and please print neatly or type:

Photo description and description of food for sale, include prices:

*** Note – City of Albany Event rules prohibit the sale of any beverages sold in glass bottles!**

Photo

Description: _____

Food for Sale/ Prices: _____

Name: _____

Last

First

Business

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (Work): _____ (Home): _____

Sales Tax ID/Social Security Number: _____

Booth Fee - **\$630** (make check or money order payable to City of Albany). **We require that vending fees accompany your application. The City will not accept personal checks from any vendor who has had a check returned for insufficient funds. Payment from these vendors must be made via certified check or money order.**

We provide limited vendor parking at this event. Below please provide vehicle/trailer information that you plan on parking in this area.

Vehicle Plate # _____ State that plate was issued _____

Trailer Plate # _____ State that plate was issued _____

***Exhibitors requesting last year's space (please provide space number)_____**

Please send to:

ATTN: Tulip Festival Vendor Committee

City of Albany Office of Special Events & Cultural Affairs

City Hall, Room 402, 24 Eagle St

Albany, NY 12207

(Please make sure the policies and procedure form is signed and returned by deadline.)

**2015 Albany Tulip Festival
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 Albany Tulip Festival Committee to rent the booth or tent space.
2. City of Albany/Albany Tulip Festival 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/Albany Tulip Festival Committee 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 Albany Tulip Festival Committee prior to the start of the festival.
 - b. Balloons, stickers, t-shirts, or posters may not be sold or distributed free without prior consent of the Tulip Festival Committee.
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; festival personnel are not available to assist, and the festival cannot provide storage space for product, equipment, literature, etc. for exhibitors.
 - c. Exhibitors must take full responsibility for set-up and other display materials; Albany Tulip Festival Committee 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 festival: 11am to 6pm daily.
 - e. **Exhibitors may not open or close earlier or later than the official operating hours**, without express permission of Albany Tulip Festival Committee.
 - 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 Albany Tulip Festival Committee personnel; City of Albany/Albany Tulip Festival Committee reserves the right to make such determinations.
 - l. Exhibitors must return the areas to their pre-festival condition (if repair and cleaning costs are incurred and City of Albany/Albany Tulip Festival Committee 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 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 exhibitor's assigned location between **10:00am and 7:00pm** during the 2 day festival.
 - o. City of Albany/Albany Tulip Festival Committee may, for publicity purposes, use any photographs/slides and information received or obtained.
 - p. Exhibitors must operate their business in a professional manner. At the discretion of the Albany Tulip Festival Committee, 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 festival. Festival coordinators reserve the right to remove any objectionable merchandise from any booth. **NO** merchandise shall be displayed or sold with the name "Albany Tulip Festival" or "Pinksterfest" in any form.
 - q. **Exhibitors that are using an electric generator or any other motor must soundproof that device to the satisfaction of the Albany Tulip Festival 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. 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. Exhibitor may only sell his or her own original handcrafted work. Exhibitor may demonstrate their craft if they so choose.
 - t. **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 frvers 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 Albany Tulip Festival Committee maintains the right to close any exhibit not in compliance with the above policy.**

u. 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 festival 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 festival. 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 specific 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, the Albany Tulip Festival and the Albany Tulip Festival Committee 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, the Albany Tulip Festival, the Albany Tulip Festival 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 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 February 17, 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. 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:

Authorized Signature _____

Exhibitor Name (please print) _____ Date _____

(Please make sure application, policies and procedure forms are signed and returned by deadline.)

***Enclose proof of Commercial General Liability insurance.**

****Enclose proof of workers compensation (C105.2) and Disability (DB-120.1) or a Certificate of Attestation of Exemption (CE-200).**