



CITY OF ALBANY, NY
OFFICE OF SPECIAL EVENTS &
CULTURAL AFFAIRS
CITY HALL
ROOM 402, 24 EAGLE STREET
ALBANY, NEW YORK 12207
(518) 434-2032
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KATHY M. SHEEHAN
MAYOR

MELLI ROSE
DIRECTOR

March 25, 2015

Dear Prospective Vendor,

The City of Albany is seeking vendors specializing in manicure, massage, health and wellness for the 2015 Tulip Festival Mother's Day Spa. This new addition to Tulip Festival will offer a relaxing experience for Capital Region moms on their special day.

Please find attached the vendor application for the 2015 Tulip Festival Mother's Day Spa. The event takes place Sunday, May 10 from 11am to 6pm at Albany's Washington Park. This is a rain or shine event.

The vendor permit fee is \$50.00. **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 the Special Events Office 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.
- Type and price of items as well as services offered.
- Completeness of the application.
- Presentation of booth and signs.

Careful consideration will be given to City of Albany local businesses but selection will ultimately be based on above criteria and the overall integrity of the event. Notifications of acceptance or rejection will go out via email.

Please be advised 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.

If you have any questions or concerns regarding Tulip Festival, please contact me at (518) 434-5416 or 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 Tulip Festival Mother's Day Spa a huge success!

Monique Kimble
Logistics Coordinator

VENDOR PERMIT APPLICATION
2015 Tulip Festival Mother's Day Spa
Sunday, May 10

Application deadline for 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.# _____

Email Address: _____

Photo Descriptions: Please include prices

Photo 1. _____

Photo 2. _____

Photo 3. _____

Photo 4. _____

Booth space size: 10' X 10'. Vendors must attach (1) booth photo and (3) photos representative of the items or services you plan to offer at the event.

Permit Fee: \$50.00. Make check or money order payable to the City of Albany.

No Refunds. This is a rain or shine event.

If you are selling/sampling any type of edible product you must include an additional \$30.00 fee (add to your booth fee check) for your health permit, along with Proof of Commercial General Liability insurance, workers compensation (C105.2) and disability (DB-120.1) or a Certificate of Attestation of Exemption (CE-200).

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

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 Tulip Festival Mother's Day Spa
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 Tulip Festival Committee to rent the booth or tent space.
2. City of 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/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 Tulip Festival Committee prior to the start of the event.
 - 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; 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; 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 event: 11am to 6pm daily.
 - e. **Exhibitors may not open or close earlier or later than the official operating hours**, without express permission of 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 Tulip Festival Committee personnel; City of Albany/Tulip Festival Committee 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 City of 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 event'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 during the event.
 - o. City of 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 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 event. Event coordinators reserve the right to remove any objectionable merchandise from any booth. **NO** merchandise shall be displayed or sold with the name "Tulip Festival" in any form.
 - q. **Exhibitors that are using an electric generator or any other motor must soundproof that device to the satisfaction of the 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 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 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 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 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 Tulip Festival and the 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, Tulip Festival, the 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 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. 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 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). **(If applicable)**
4. Enclose photos of the booth and representative items.
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.