



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

June 26, 2018

Dear Prospective Vendor,

Albany Riverfront Jazz Festival returns for its 17th year on September 8th, 2018 to Jennings Landing. As in years past, Jazz Festival offers a day full of live music, delicious food, tasty beverages, and a wide range of retail vendors. Applications are now being accepted for a variety of food vendors with high-quality and diverse menus. The Application Packet is enclosed.

This year we are doing something new: Albany will be encouraging people to reduce the amount of waste they generate by increasing the amount they compost and recycle. Jazz Festival will feature Zero Waste Stations where people will be assisted by volunteers to sort their trash into compost, recycling and landfill bins. Our goal is to send as little waste as possible to our overburdened landfill.

As a first step toward reducing our waste stream, we are requiring ALL vendors to purchase and bring only uncoated, compostable plates and bowls. Uncoated French fry boats are sturdy and work well! Acceptable items are listed on the attached "Reduce Our Waste" sheet, and most are cheaper than comparable non-compostable items. Also see the sheet for other suggested ways you can help reduce our impact on our environment this year.

To be part of 2018 Jazz Fest, please use the application sheet provided and be sure to understand the policies and procedures of vendor participation. Applications must be received no later than August 10, 2018.

On behalf of the City of Albany Office of Cultural Affairs, we look forward to receiving your application for 2018 Jazz Festival and for your support of our new waste reduction practices. If you have any questions regarding the application process or our new waste requirements, 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

FOOD

VENDOR INFORMATION

September 8
Jennings Landing Albany, NY

GUIDELINES

- Food vendors who create high quality food and drink that are affordable for all patrons.
- All vendors must meet all Albany County Health Department temporary food service permit requirements.
- Only products represented in the application and by the attached photos may be sold in booth space.
- Glass bottles, Styrofoam containers and the sale of alcohol prohibited during festival.
- All plates and bowls must be compostable in a commercial facility (as indicated on outer packaging) Some inexpensive options you can use are uncoated paper plates, Chinet plates (Walmart & BJ's), and uncoated red & white checked French Fry boats – see <https://www.webstaurantstore.com/>. Do NOT bring paper plates or bowls coated with shiny polyethylene plastic - these can't be composted or recycled.
- Jazz Festival 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 Jazz Festival
- Selection notifications will be sent out no later than August 15, 2018.
- Failure to provide all required information will be deemed an incomplete application, resulting in rejection.

TIMELINE

August 10	Deadline for postmarked application	September 8	Load in 8:30am – 12:00pm
August 15	Acceptance and rejections mailed		Event 1:00pm - 9:00pm
September 1	Information packets mailed		

FEES

- **\$250 per 20' wide by 10' deep** booth space (if accepted into festival)
- All vendor fees must be included with the submission of your application. Rejected applicants will receive returned check or money order for booth space after August 15, 2018.
- The City will not accept personal checks from any previous vendor who has had a check returned for insufficient funds.

BOOTH

- Booth space: **20' 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 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, 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.
- Vendor is required to collect and pay NY State Sales tax. A current New York State Tax ID number must be provided on you 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.
- 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.

www.ALBANYEVENTS.org


(518)434-5416
2018 Jazz Festival

@albanyNYevents

2018 City of Albany Jazz 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. Vendors 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. 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. A 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 City of Albany prior to the start of the event.
 - b. Nothing may be sold or distributed free without prior consent of the City of Albany.
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; event personnel are not available to assist, and the event cannot provide storage space for product, equipment, literature, etc. for Vendors.
 - c. Vendors must take full responsibility for set-up and other display materials; Jazz Festival personnel 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 event: 1:00pm to 9:00pm
 - e. Vendors may not open or close earlier or later than the official operating hours, without express permission of the City of Albany.
 - 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. Recycling volunteers will be on hand to pick up your flattened cartons and other recyclables during the festival.
 - h. Vendors must maintain a neat and clean area, and provide refuse bags to condense and secure all waste produced by the booth. Vendors will receive a bucket at the start of the festival for all food scraps and dirty paper napkins and paper towels. These will be picked up by volunteers during the festival.
 - 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 Jazz Festival personnel; City of Albany/ Jazz Festival personnel reserve the right to make such determinations.
 - l. Vendors must return the areas to their pre-event condition (if repair and cleaning costs are incurred and City of Albany/ Jazz Festival personnel 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). Recycling volunteers will be on hand to pick up your recyclables during the festival.
 - m. Vendors 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. City of Albany may, for publicity purposes, use any photographs and information received or obtained.
 - p. Vendors must operate their business in a professional manner. At the discretion of the City of Albany, 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 event. Event coordinators reserve the right to remove any objectionable merchandise from any booth. No merchandise shall be displayed or sold with the name "Jazz Festival" in any form.
 - q. Vendors 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. We suggest 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. If requested, vendors shall provide receipts of merchandise. Refunds will also be given if the purchaser is unsatisfied with quality.
 - s. 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 City of Albany maintains the right to close any exhibit not in compliance with the above policy.
 - t. 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.
 - u. As part of our low/no waste initiative, vendors must use plates and bowls that are either marked compostable in a commercial facility (as indicated on outer packaging) or provide uncoated paper plates, Chinnet-type plates, and/or uncoated red & white checked French Fry boats – see <https://www.webrestaurantstore.com/>
5. 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 result in immediate termination of contract and removal from event without a refund of vending fee. Moreover, no products shall be sold in glass containers.


6. To support our efforts to reduce unnecessary waste, please consider: using only paper or compostable straws (not plastic), using recyclable or commercially compostable cups and utensils, and placing your compost in our collections buckets, which volunteers will periodically empty for you. Commercial compost includes vegetable scraps, meat, fish, bones and soiled paper napkins and paper towels.
7. 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 event permits as required, and operating within any local, state, or federal guidelines or laws.
8. Vendor is solely liable for equipment (installation, operation, and tear down), and any other personal property at the event. 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, Jazz Festival and Jazz Festival personnel shall be held harmless for any claim of theft, vandalism, casualty, or loss.
9. The Vendor shall defend, indemnify, and save harmless the City of Albany, Jazz Festival the Jazz Festival 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 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.
10. 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 August 10, 2018.
11. 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.

Please return signed Policies and Procedures agreement with vendor application.

I have read, 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 (print) _____ **DATE** _____

2018 CITY OF ALBANY
Jazz Festival
VENDOR APPLICATION
CHECK LIST:

- ✓ Application filled out completely with all required information
- ✓ Signed Policies and Procedures
- ✓ Photos including menu items, and clear photo of booth display attached to application
- ✓ One (1) check or money orders made payable to “The City of Albany”
- ✓ Proof of Workers compensation (C105.2) and Disability (DB-120.1)
or a Certificate of Attestation of Exemption (CE-200)
- ✓ Proof of Commercial General Liability insurance

APPLICATION MUST BE RECEIVED BY FRIDAY AUGUST 10, 2018

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

Help Us Reduce Landfill Waste!

At the 17th annual Jazz Festival, we are working to reduce the amount of waste we send to our Rapp Road Landfill. This means we are counting on you, our vendors, to increase the amount of food service materials that can be composted and/or recycled. Volunteers will be on hand to pick up your composting and recycling.

REQUIRED:

-No polystyrene or Styrofoam products whatsoever.

- All plates and bowls must be compostable in a commercial facility (as indicated on outer packaging.) Sugarcane “paper” plates are an excellent option (see below). Some inexpensive options you can use are uncoated paper plates, Chinet plates (available at Walmart & BJ’s), and uncoated red & white checked French Fry boats – see <https://www.webstaurantstore.com/>.



Acceptable products:

1. <http://www.ecoproducts.com/products.html> **ALL PRODUCTS CAN BE PURCHASED HERE.**
2. <https://www.webstaurantstore.com/599/biodegradable-plates-and-compostable-plates-platters-bowls-trays-and-servingware.html>
3. https://www.webstaurantstore.com/southern-champion-0425-300-3-lb-red-check-paper-food-tray-case/795300RC_500.html

RECOMMENDED but not required:

1) No plastic straws. These are one of the top pollutants in oceans and waterways, hurting wildlife and contaminating our food chain. Please consider using paper or compostable straws instead (offered online by [Eco-Products](#) and the [Webstaurant Store](#)).

2) Wax-coated cups and paper hot cups lined with compostable plant material instead of plastic polyethylene are compostable and will further reduce our waste. Cups that have been coated in any sort of plastic are not compostable. Plastic cups #1-7 that do not have any food residue on them can be recycled. (For example: we cannot recycle cups with food residue from hot chocolate or smoothies).

For recommended cups see:

1. <https://www.webstaurantstore.com/579/eco-friendly-biodegradable-paper-hot-cups-and-lids.html>
2. <http://www.lollicupstore.com/ke-k512w>
3. <https://www.webstaurantstore.com/dart-solo-r7bb-jd110-bare-eco-forward-7-oz-wax-treated-printed-paper-cold-cup-case/760R7BARE.html>

3) Consider using compostable plantware or recyclable utensils. (“Biodegradable” utensils are not compostable and will end up in the landfill. Utensils need to say “compostable in a commercial facility.”)

For recommended utensils see:

1. https://www.staples.com/sustainable-earth-by-staples-compostable-cutlery/product_SS1056871
2. https://www.ecoproducts.com/vine_cutlery.html
3. <https://www.webstaurantstore.com/eco-gecko-heavy-weight-disposable-wooden-fork-pack/999GWP201.html>

For smaller quantities: <https://brandless.com/bundles/holiday-party-essentials>

Plantware® Cutlery



Renewable & Compostable Plantware® Cutlery is the only choice for compostable cutlery with a high-heat tolerance. New formulation offers strength and heat tolerance up to 200° F without relying on unsustainable virgin plastic resources. 100% renewable, BPI certified compostable and ASTM compliant.



[Details](#) [Benefits](#) [Video](#) [Carbon Footprint](#)

Made from 100% renewable resources
Made with PLA, a plant-based plastic
Meets ASTM standards for compostability
Crystallized formulation adds strength and heat tolerance
Handles are now 95% stronger and fork tines are 20% stronger
Heat tolerance of 200° F



4) At the beginning of the event, volunteers will bring you a 5 gallon construction bucket for the food scraps you generate at your booth. Please set aside both your food scraps and recycling during the festival. A volunteer will collect your compost and your recycling during the event.

Together, we can prevent a ton of waste from entering our landfill! Thank you!