



CITY OF ALBANY, NY
OFFICE OF CULTURAL AFFAIRS
CITY HALL
ROOM 402, 24 EAGLE STREET
ALBANY, NEW YORK 12207
(518) 434-2032

KATHY M. SHEEHAN

MAYOR

WWW.ALBANYEVENTS.ORG

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. Jazz Festival is a day full of live music, delicious food, tasty beverages, and a wide variety of retail vendors.

The City of Albany is accepting applications from community groups and non-profits for public information booths at the event. Public Information booths are included to educate citizens about different non-profit organizations and provide information to the public about community based events and services. Fundraising is limited to the sale of raffle or community event tickets to support the mission of the organization.

On behalf of the City of Albany Office of Cultural Affairs, we look forward to receiving your application for 2018 Albany Riverfront Jazz Festival! If you have any questions regarding the application process, please contact Ty Versocki at (518) 434-5416 or vendors@albanyny.gov.

Sincerely,

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

Alay Medina

Director

City of Albany Office of Cultural Affairs

NON-PROFIT BOOTH PERMIT APPLICATION
2018 Albany Riverfront Jazz Festival
September 8th, 2018
1:00pm to 9:00pm
Jennings Landing

GENERAL INFORMATION:

The 2018 Albany Riverfront Jazz Festival will be held on Saturday September 8th, 2018 from 1:00pm to 9:00pm. This is an outdoor festival. There is no rain date and there will be no refunds.

SELECTION PROCEDURE AND APPLICATION DEADLINE:

Acceptance is based on relevance to the standards below and a completed application. Application deadline is August 10, 2018

STANDARDS:

This area is designated for non-profit organizations only, with a focus to educate festival attendees about the different non-profit organizations in the area. **Please send copy of non-profit certificate. Food sales are prohibited.**

MERCHANDISE DESCRIPTION:

Non-profit organizations are permitted to distribute informational materials and items specifically pertaining to their organization only. For an additional fee, organizations will be allowed to sell bumper stickers, buttons, raffle tickets, memberships and clothing items only. All applicants must describe all merchandise for sale. Please use spaces provided on the application or submit additional description page, if necessary. Food sales are prohibited.

FEES:

Check or money order made payable to "City of Albany" for \$50.

BOOTH SPACE:

Booth spaces are 10' long by 10' deep. Cost for booth space with information is \$50 for the event.

CERTIFICATES/INSURANCE:

Applicants need to provide a copy of their Non-Profit Certification 501(c)3

ADDITIONAL INFORMATION:

Complete instructions will be sent with your acceptance notifications. The City of Albany will provide one (1) 8ft. table and two (2) chairs for each accepted applicant at their designated booth space. Any additional needs must be provided by organization.

The City of Albany reserves the right to reject any organization, and deny any information or sale items that do not fall within the guidelines set by the Policies and Procedures.

2018 Jazz Application
Non-Profit Information Booths
Application Deadline August 10, 2018

Fill out completely and please print neatly or type:

Organization Name: _____

Contact Name: _____
 First Last

Address: _____

City: _____ State: _____ Zip: _____

Phone:(Work) _____ (Cell) _____

Email (required): _____

Non-Profit Organization Mission: _____

Description of Merchandise for Sale:

1. _____

2. _____

3. _____

Booth Fee (please check category):
\$50.00

Please send to:
Attn: Jazz Festival Vendor Coordinator
City of Albany Office of Cultural Affairs
City Hall, Room 402, 24 Eagle St.
Albany, NY 12207

**2018 Albany Jazz Festival
Policies and Procedures
Non-Profit Information Booth**

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. 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. 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 City of Albany 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 City of Albany.

4. General Rules for Exhibitors:

- a. Exhibitors must provide their own water, electric, tables and chairs (**one table and two chairs will be provided by the City of Albany for Public Information booths only**).
- 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; 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 festival: 1 pm to 9pm.
- e. Exhibitors may not open or close earlier or later than the official operating hours, without express permission of Jazz Festival personnel.
- 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, also 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 Jazz Festival personnel; City of Albany 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 determines Exhibitor is responsible, the Exhibitor will be billed for the cost of the repair.) 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 of any type may be driven on the grass or sidewalks or parked on or near exhibitor's assigned location during the 2 days of the festival.
- o. 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 Jazz Festival personnel, any Exhibitors, any agents or employees of Exhibitors 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.
- 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. It is suggested anyone using a generator to either have a backup that runs more quietly or to have their current one serviced. The event 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 will be given to purchaser if requested. 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 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 must provide copy of 501(c)3 certificate.
- b. 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.
- c. 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 takedown), 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, Albany Jazz Festival, and event 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, the Albany Jazz Festival 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. **Helium tanks of any size are prohibited on festival premises.**
- 9. 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:** _____

Supervisor: _____ **Cell Phone:** _____