



City of Albany, NY  
Office of Cultural Affairs  
City Hall  
24 Eagle Street, 4<sup>th</sup> 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. Jazz Festival is a day full of live music, delicious food, tasty beverages, and a wide variety of retail vendors.

This year we are looking to accept applications for a variety of food vendors to fill the event with high-quality and diverse menus for patrons to enjoy! Enclosed, please find an application packet. 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. Applications must be received no later than August 10.

The event will be held at the newly developed riverfront, or at the Corning Preserve Boat Launch in case of inclement weather. Vendors must be available for the entire length of the event to be considered.

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](mailto:vendors@albanyny.gov).

Sincerely,

Alay Medina  
Director  
City of Albany Office of Cultural Affairs

# RETAIL

## VENDOR INFORMATION

September 8, 2018  
Jennings Landing Albany, NY

### GUIDELINES

- Vendors who sell expertly executed craft, art or retail products.
- Only products represented in the application and by the attached photos may be sold in booth space.
- Booths may not be shared.
- Jazz Fest is rain or shine: no refunds will be given due to inclement weather.

### SELECTION

- The selection committee will consist of a jury chosen by the City of Albany Office of Cultural Affairs. All jury decisions are final.
- Applications will be judged on specific application criteria and the overall integrity of the event.
- 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

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

*\*Vendors required to operate for the entire duration of the festival.*

### FEES

- **\$65** per 10'x10' booth space (if accepted into festival)
- All vendor fees or payment information 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: **10' 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. Three (3) representative of the work you plan to sell. One (1) booth setup.
- 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 weekend.
- Packaged Food & Body Care applicants will need to provide proof of Liability insurance, minimum limit of one million dollars.
- 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.

**2018 Jazz Festival  
Retail  
Vendor Application**

*Application submission deadline Friday August 10, 2018*

Fill out completely and please print or type

NAME: \_\_\_\_\_  
(Last) (First)

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PHONE (home): \_\_\_\_\_ (cell): \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE (not required): \_\_\_\_\_

NEW YORK STATE TAX ID: \_\_\_\_\_

**DESCRIPTION OF ATTACHED OR EMAILED PHOTOS**

Including pricing, products, booth display

PHOTO 1. \_\_\_\_\_

PHOTO 2. \_\_\_\_\_

PHOTO 3. \_\_\_\_\_

PHOTO 4. \_\_\_\_\_

**FEES:** One (1) checks or money orders made payable to "THE CITY OF ALBANY" must be submitted with application.  
**\$65.00 Booth Fee** (returned if not accepted)

**If you are selling or sampling any type of food or body care product you must include:**

- Proof of Commercial General Liability insurance with minimum limit of one million dollar.

One (1) Vendor parking permit is provided onsite at this event. Provide information for the vehicle/trailer permit.

Vehicle Plate Number	State Plate Issued	Make & Model
Trailer Plate Number	State Plate Issued	

MAIL COMPLETED APPLICATIONS BY FRIDAY August 10, 2018 TO:

VENDOR COORDINATOR  
CITY OF ALBANY OFFICE OF CULTURAL AFFAIRS  
24 EAGLE STREET  
ROOM 402  
ALBANY, NY 12207

# 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.
  - h. Vendors must maintain a neat and clean area, and provide refuse bags to condense and secure all waste produced by the booth.
  - 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).
  - 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.
5. 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.
6. 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.
7. 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.
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 no later than August 10.
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 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.
10. 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.

**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 FEST VENDOR APPLICATION CHECK LIST:

- ✓ Application filled out completely with all required information
- ✓ Policies and Procedures read and signed
- ✓ Photos including 1 clear photo of booth display attached to application
- ✓ One (1) checks or money orders (\$65) made payable to “The City of Albany”
- ✓ Proof of Commercial General Liability insurance if vending Packaged Food or Body Care

**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