



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

July 18, 2018

Dear September in the City Applicant,

The City of Albany presents the 2018 September in the City Art Fair series, on Thursdays September 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup>, 2018 in Downtown Albany's DiNapoli Park from 11:30 a.m. to 2:00 p.m.

A midday showcase for local art, music and culture, September in the City features exhibits and work available for purchase from regional mixed media artists and crafters, with a different live musical act providing the soundtrack each week.

The Office of Cultural Affairs is currently accepting applications from potential artists to be included in the Art Fair series and selling their original works of visual arts and crafts created in various mediums. Attached you will find the application packet which contains the application, an information sheet explaining the process as well as the policies and procedures for vendor participation. Deadline for all applications to be postmarked is Friday August 24<sup>th</sup>, 2018.

On behalf of the City of Albany, we look forward to receiving your application for the 2018 September in the City Art Fair series. If you have any questions regarding the application process, please contact the Office of Cultural Affairs at **(518) 391-8769** or **vendor@albanyny.gov**.

Sincerely,

Alay Medina  
Director  
City of Albany Office of Cultural Affairs

# ART FAIR

## INFORMATION

September 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup> 2018  
DiNapoli Park Albany, NY

### GUIDELINES

- September in the City is designed for artists who create original, handcrafted, expertly executed works of art within the confines of the following categories: **Drawing, Painting, Watercolor, Acrylic, Pastel, Oil, Photography, Sculpture, Mixed Media and Crafts.**
- Only products represented in the application and by the attached photos may be displayed or sold in booth space.
- Functional works of art will not be permitted in this area (i.e. jewelry, pottery, garden ware, toys, clothing)
- Reproduction of presenting artist's original work will be accepted, but must be displayed and sold as such.
- Artist must be at least 18 years old or accompanied by a guardian.
- In the event of heavy rains the event will be canceled, vendors will be notified by 9am the day of the event.

### SELECTION

- Work must be original, handcrafted, expertly executed and completely finished. **Unacceptable** work includes: ceramics from commercial molds, cut bottles, and kits.
- No representatives or stores representing artists or craftspeople may apply.
- No manufactured products or art and craft supplies may be displayed or sold at this show.
- Applications will be judged on specific application criteria and the overall integrity of the event.
- Failure to provide all required information will be deemed an incomplete application, resulting in rejection.

### TIMELINE

**September 6- 27**      **Load in 9:00am – 10:30am**  
**Event: 11:30am – 2:00pm**

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

### FEES

- Pre-registration is required for each day at \$10.00 per day.
- Booth is **NON-TRANSFERABLE** and your fee is **NON-REFUNDABLE**.
- 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.

### BOOTH

- Booth space: **10' wide x 10' deep**. All displays must remain within the confines of the space provided.
- Artist to provide own 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.

### PHOTOS

- Four (4) digital photos submitted with application.
- All photos submitted in working USB drive or email, [vendor@albanyny.gov](mailto:vendor@albanyny.gov).
- Be sure to include artist's name on all photos provided. Please note, USB drive will not be returned.

### ADDITIONAL INFORMATION

- If accepted, packet containing load-in procedures, parking information and other necessary information.
- Artist 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.
- There will be no electricity used in this festival.
- Failure to adhere to specified requirements or to submit all necessary information will result in rejection.
- The City of Albany maintains the right to close any exhibit not in compliance with the provided Policies and Procedures.

[www.ALBANYEVENTS.org](http://www.ALBANYEVENTS.org)

(518)434-2032

@albanyNYevents

# 2018 September in the City Art Fair Application DiNapoli Park



Fill out completely and please print or type

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

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

CATEGORY (circle): WATERCOLORS ACRYLIC OIL PASTEL DRAWING CRAFTS MIXED MEDIAS PAINTINGS PHOTOGRAPHY SCULPTURES  
OTHER: \_\_\_\_\_

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

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

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

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

NEW YORK STATE SALES TAX NUMBER: \_\_\_\_\_

## DESCRIPTION OF ATTACHED PHOTOS

Include title of piece, medium used, techniques, and booth display

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

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

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

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

FEES: One (1) check or money order made payable to "THE CITY OF ALBANY" must be submitted with application.

**\$10.00 Booth Fee Per Week** (returned if not accepted)

The City will not accept personal checks from any previous vendor who has had a check returned for insufficient funds.

VEHICLE: 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 & Color |
|----------------------|--------------------|---------------------|
|                      |                    |                     |
| Trailer Plate Number | State Plate Issued |                     |

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

# September in the City Art Fair Policies & Procedures

## DiNapoli Park

September 6, 13, 20 and 27, 2018

11:30 AM – 2:00 PM

1. I agree that upon the sale of merchandise I will give a receipt upon request and will refund the full purchase price if a customer is unsatisfied with the quality of workmanship or if defects in materials or craftsmanship are found to exist.
2. My exhibit will consist ONLY OF MY ORIGINAL WORK along with an optional demonstration of my artwork.
3. I understand that the booth fee is non-transferable toward future September in the City Art Fair dates and non-refundable.
4. 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 to rent the booth or tent space.
5. I agree not to hold the City of Albany, on whose property I exhibit my work, responsible for personal injuries or property damage, and I agree not to be party to any legal action against it.
6. I agree to pay Sales Tax on all sales directly to government authorities.
7. I will cause no damage to DiNapoli Park nor deface city property in any way and I agree to reimburse the City of Albany in full for all expenses incurred in repairing any damage caused by me or my exhibit.
8. All exhibitor personnel, merchandise, fixtures, etc., on the premises are my own sole responsibility and I agree to indemnify and hold harmless the City of Albany, upon whose property I am exhibiting my work, from all liability stemming from their presence or their acts.
9. I agree to abide by all applicable state, federal, and local laws, and any rules and requests that the City of Albany may make from time to time for the safety and operation of this event.
10. I will leave my booth clean and free of refuse at the end of each day, and leave the premises in the same state and condition, reasonable wear and use excepted. I agree to comply with the September 1, 1992 New York State Separation Law when vending for the City of Albany. I agree to separate all my waste for proper recycling and disposal.
11. I am fully aware and agree that my permit may be revoked for infraction of the foregoing regulations, and realize that the penalty for not observing regulations is cancellation of my space and forfeiture of the booth fee.
12. 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.
13. 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.

| DATE                   | <input checked="" type="checkbox"/> | REGISTRATION FEE |
|------------------------|-------------------------------------|------------------|
| Thursday, September 6  |                                     | \$10.00          |
| Thursday, September 13 |                                     | \$10.00          |
| Thursday, September 20 |                                     | \$10.00          |
| Thursday, September 27 |                                     | \$10.00          |
| <b>All 4 days</b>      | <b>TOTAL</b>                        | <b>\$40.00</b>   |

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 SEPTEMBER IN THE CITY ART FAIR VENDOR APPLICATION CHECK LIST:

- ✓ Application filled out completely with all required information
  
- ✓ Policies and Procedures read, signed and attached
  
- ✓ Photos including one (1) clear photo of booth display attached
  
- ✓ One (1) check or money order (\$10 per week) made payable to “The City of Albany”

## **SEND APPLICATIONS TO:**

September in the City Art Fair | Vendor Coordinator  
City of Albany Office of Cultural Affairs  
24 Eagle Street  
Room 402  
Albany, NY 12207