



The logo for the 77th Tulip Festival. It features a stylized tulip stem on the left with a red flower. To its right, the number "77" is written in a large, bold, red font. The word "Tulip" is in a green, serif font, and "Festival" is in a larger, bold, green, serif font. Small red tulip icons are placed above the "77", above the "i" in "Tulip", and above the "i" in "Festival".

PUBLIC INFORMATION VENDOR APPLICATION
May 10th - May 11th, 2025 11:00 AM – 6:00 PM

Event Summary

The Capital Region's official spring kick-off, Albany's Tulip Festival, returns on Saturday, May 10, and Sunday, May 11, 2025, to celebrate its 77th anniversary. This free 2-day event is Albany's crown jewel; showcasing picturesque Washington Park and its 180,000 tulips at their peak. Featuring an array of vendors, specialty zones, live music, and entertainment, this cherished festival continues to draw 100,000+ attendees annually from locals to international travelers of all demographics.

The Office of Cultural Affairs is currently accepting applications from potential Public Information vendors (Non-Profit, Government, or Charitable organizations). **The deadline for all applications to be postmarked is Friday, March 14th, 2025.** On behalf of the City of Albany's Office of Cultural Affairs, we look forward to receiving your application for the 2025 Tulip Festival. If you have any questions regarding the application process, don't hesitate to get in touch with Andre Cowan, Program Aide of the Office of Cultural Affairs at (518) 434-5416 or vendor@albanyny.gov.

Application Guidelines

1. **Rain or Shine Policy:** Tulip Festival will be held rain or shine; no refunds will be issued due to inclement weather except in cases of force majeure, in which the booth fee will be returned (\$10 application fee is non-refundable).
2. **Prohibited Items and Vendors:** Glass bottles, Styrofoam containers, as well as the sale, sampling, distribution, and promotion of products or materials related to political campaigns, alcohol products (with the exception of confections containing an alcohol content of no more than five percent (5%), per volume) and all CBD/THC products are strictly prohibited. See pages 5 & 6 for more information.
3. **Non-Profit Certification:** Applicants must provide a copy of their 501(c) (3) Non-Profit Certification or an equivalent charitable documentation.
4. **Distribution of Materials:** Non-profit, government, and charitable organizations may distribute informational materials and items directly related to their organization only.
5. **Food Sales Restriction:** Food sales are not permitted.
6. **City Rights:** The City reserves the right to deny participation if an organization's non-profit, government, or charitable status does not align with festival guidelines.
7. **Compliance and Documentation:** Failure to meet the specified requirements or to submit all necessary information will result in immediate rejection.
8. **Booth Specifications:** Vendors will be provided with a designated 10'L x 10'W space. Due to limited space any application over 10'L x 10'W is subject to rejection.
9. **Incomplete Applications:** Applications lacking the required information will be considered incomplete and subject to rejection. Two (2) checks are required with the completed application.



 **Tulip Festival 2025 Public Information Vendor Application Form**

Business Owner Name(s): _____ Business Name: _____

Business Address: _____

City: _____ State: _____ Zip code: _____

Business Phone: _____ Mobile: _____ Email: _____

Website: _____ Instagram Account (Please list username) _____

Non-Profit Organization Mission: _____

Description of Merchandise:

(Please provide comprehensive and accurate descriptions to avoid duplication of vendor offerings).

1: _____

2: _____

3: _____

4: _____

Media Release: By checking this box, you authorize the City of Albany Office of Cultural Affairs to use the photos you submitted for promotional purposes.

Two vendor parking permits will be provided onsite at this event. Provide information for the vehicle/trailer permit.
(Please Note all vehicles must have to be off-site after load-in hours)

Vehicle Plate Number _____ Trailer Plate Number _____

State Plate Issued _____ State Plate Issued _____

Make, Model & Color _____ Trailer Color _____

Were you a P.I. vendor at last year's Tulip Festival? Yes ___ No ___

(Please Note: The City of Albany does not hold the Grandfather-In clause to any vendor)



Tulip Festival 2025 Public Information Vendor Fees

Submit a one-time payment for the application fee:

\$10 (non-refundable) Application Fee

Please select the Booth Size category you are applying for:

Category	Booth Size	Booth Fee
<input type="checkbox"/> Public Information Row	<input type="checkbox"/> 10'L x 10'W -Selecting this option confirms booth dimension falls within range	<input type="checkbox"/> \$100 for the weekend

Please Note: All vendors may apply for multiple spots via separate applications. Each application will be juried individually. Acceptance of one application does not guarantee acceptance of all.

Payment Instructions:

Checks or money orders should be payable to "THE CITY OF ALBANY" and submitted along with the application. Please send two separate checks: One for \$10 for the application fee and another for the \$100 booth fee.

Registration Deadline:

All completed applications must be postmarked on **Friday, March 14th, 2025**. The acceptance letter will be sent out on **March 31st, 2025**.




Tulip Festival 2025 Licenses and Insurance

1. Vendors are required to provide a certificate copy of their Non-Profit Certification 501(c) 3 or an equivalent charitable form.
2. Vendors are solely responsible for their equipment and property during the festival, including setup and breakdown, and must have insurance to cover losses from theft, vandalism, or other risks. Although security is provided at certain times, any loss or damage is the exhibitors' responsibility. The City of Albany, Tulip Festival, and event staff are not liable for theft, vandalism, or damages. Exhibitors must secure their tents and equipment after event hours and assume full responsibility for them outside of those hours.
3. Vendors must abide by all current NYS Department Health safety guidelines.
4. Vendors are solely responsible for collecting and paying all New York State sales tax during the event and shall properly display their New York Sales Tax Certificate at their booth.
5. Vendors are responsible for obtaining and displaying festival permits as required and operating within any local, state, or federal guidelines or laws
6. Vendors agree to defend, indemnify, and hold harmless the City of Albany, including its employees and agents, from any claims, damages, losses, and expenses (including reasonable attorney's fees) resulting from any negligent or intentional actions or omissions by the vendor or their employees. This obligation applies to the extent that the vendor or their employees or agents are responsible for such claims, losses, and expenses.



Tulip Festival 2025 Rules and Regulations

1. Only one business or organization is allowed per booth. Sharing, subletting, or reassigning booth space is prohibited. Vendors may only distribute, display, or sell items from the business contracted with the City of Albany for their booth.
2. The City of Albany may change the event's location, dates, and hours, or cancel entirely at any time without notice. However, reasonable efforts will be made to inform vendors of any changes or cancellations in advance.
3. Vendors must have personnel present and in their booth at all times during official operating hours of the event: 11:00 am to 6:00 pm.
4. By submitting this application, you hereby consent and acknowledge that the City of Albany reserves the right to prohibit the sale, sampling, distribution, and promotion of products or materials related to political campaigns, products or materials containing alcohol and all THC/CBD products at the City of Albany produced events (see albanyevents.org for a complete listing). Please note that confections containing alcohol, as defined by New York State Liquor Authority's Advisory #2019-1, with an alcohol content of no more than five percent (5%) by volume, are permitted to apply and will be subject to a standard vendor jury selection process. Applications received that involve the sale, sampling, distribution, and promotion of the aforementioned items, with the exception of confectionery containing an alcohol content of no more than five percent (5%) by volume, will be subject to immediate rejection. This policy is instituted to uphold public safety and to ensure a family-friendly environment for all City of Albany-produced event attendees and excludes the City of Albany-sanctioned alcohol sales, intended for consumption by event goers, in designated "Beer Zones".
5. Vendors are banned from using polystyrene foam (Styrofoam ) containers, cups, or bowls. A first offense results in a warning, and a second offense leads to contract termination and removal from the event without a refund.
6. Vendors must provide their supplies: water, electricity, tables, chairs, tents, and tent weights.
(Please Note: Cars used as an electrical source is prohibited)
7. Vendors are prohibited from bringing any animals or pets to the event, except for service animals as defined by the American Disabilities Act (ADA).
8. Refunds: Once accepted into the festival, no refunds will be provided, except in cases of force majeure.
9. Vendors must stay within the boundaries of their assigned spaces, which are 30'L by 10'W for Food vendors, 15'L by 10'W for Craft vendors, and 10'L by 10'W for both Public Information and Art vendors. The City of Albany will determine vendor placement.
10. Vendors may not hawk, peddle, sell, or advertise outside their assigned area.
11. Vehicles of any kind are prohibited on-site outside of load-in hours (Friday: 1:00 pm – 6:00 pm; Saturday and Sunday: 6:00 am – 9:00 am) and are not permitted near the vendor's designated area during the event.



Tulip Festival 2025 Rules and Regulations (cont.)

12. Vendors must make arrangements for transporting their products, equipment, etc. to and from their exhibit spaces; event personnel are not available to assist. No storage space is provided for products, literature, etc. Driving is strictly prohibited after load-in hours.
13. Vendors are prohibited from playing music or activities that may be disruptive to neighboring vendors or event participants. A first offense results in a warning, and a second offense leads to contract termination and removal from the event without a refund.
14. Vendors must adhere to the City of Albany's tobacco-free park ordinance [38.52.14] and cannabis-related ordinances, including the provisions of the *Cannabis Law* (Chapter 7 of the Public Health Law) and the *Marijuana Regulation and Taxation Act (MRTA)*, both of which prohibit smoking and vaping of cannabis in all city parks. These ordinances have been in effect since January 1, 2015, for tobacco-related smoking and since March 2021 for cannabis-related smoking. Failure to comply with these regulations may result in fines, permit revocation, or contract termination. For this ordinance, 'smoking' is defined as the act of burning any lighted cigar, cigarette, pipe, or any other substance containing tobacco, or cannabis as defined under the *Cannabis Law* and the *Marijuana Regulation and Taxation Act* (which includes smoking of both adult-use cannabis and cannabinoid hemp, as defined in section three of the *Cannabis Law*).
15. Exhibitors are required to remain for the full two days of the event.
16. The City of Albany does not hold the Grandfather clause to any exhibitors.
17. The City of Albany may, for publicity purposes, use any photographs or information received or obtained during the event.
18. Vendors using an electric generator or other motor must soundproof the device to meet the City of Albany's standards. Due to frequent complaints, this policy will be strictly enforced. We recommend having a quieter backup generator or servicing your current one. The City of Albany reserves the right to shut down any exhibitor not adhering to this or other event policies.



Tulip Festival 2025 Release & Indemnification

I, the undersigned, understand that my participation in Tulip Festival is voluntary. By signing this release form, I acknowledge and agree to the following terms:

I am aware of and assume any risks associated with my participation in the event, including but not limited to, any potential injury, illness, loss, or damage to my person or property. I acknowledge that I am solely responsible for my safety and belongings during the event.

I hereby release, waive, and discharge the City of Albany, its employees, agents, volunteers, and affiliates from any claims, demands, or causes of action arising out of or related to any loss, damage, or injury that I may sustain as a result of my participation in the event, whether caused by negligence or otherwise.

I grant permission to the City of Albany to use my image, likeness, and/or voice recorded in any format (photographs, video, and audio) during the event for promotional purposes, including but not limited to marketing materials, social media, and website content, without any compensation.

I verify that all information I have provided about my business, and my products for sale is true and accurate.

I agree to indemnify and hold harmless the City of Albany from any liabilities or claims made by other individuals or entities as a result of my actions during the event.

I have read and fully understand this release form and its terms. By signing below, I confirm that I am voluntarily agreeing to the release and to abide by all applicable rules and regulations. If my application is accepted, this form will serve as a binding agreement, representing the terms of the permit. I understand that the City of Albany reserves the right to remove any vendor from participating in the event at any time, without refund, if they violate the rules and regulations or fail to follow reasonable instructions given by City of Albany event personnel.

By submitting this application, you hereby consent and acknowledge that the City of Albany reserves the right to prohibit the sale, sampling, distribution, and promotion of products or materials related to political campaigns, products or materials containing alcohol and all THC/CBD products at the City of Albany produced events (see albanyevents.org for a complete listing). Please note that confections containing alcohol, as defined by New York State Liquor Authority's Advisory #2019-1, with an alcohol content of no more than five percent (5%) by volume, are permitted to apply and will be subject to a standard vendor jury selection process. Applications received that involve the sale, sampling, distribution, and promotion of the aforementioned items, with the exception of confectionery containing an alcohol content of no more than five percent (5%) by volume, will be subject to immediate rejection. This policy is instituted to uphold public safety and to ensure a family-friendly environment for all City of Albany-produced event attendees and excludes the City of Albany-sanctioned alcohol sales, intended for consumption by event goers, in designated "Beer Zones".

Participant Signature: _____ **Date:** _____

Printed Name: _____



2025 CITY OF ALBANY TULIP FESTIVAL

Public Information Vendor Application Checklist

- Application filled out completely with all required information
- Release and Indemnification read, signed, and attached
- Applicants need to provide a copy of their Non-Profit Certification 501(c) 3 or an equivalent charitable form
- Two (2) checks or money orders (\$100 & \$10) made payable to "The City of Albany"
- Return pages 2,3,7,and 8

APPLICATION MUST BE POSTMARKED BY FRIDAY, MARCH 14th, 2025

SEND APPLICATIONS TO:
City of Albany Office of Cultural Affairs
24 Eagle Street, Room M 252
Albany, NY 12207

Contact Andre Cowan at 518-434-5416 or write Acowan@albanyny.gov with any questions.