

Dear Prospective Vendor,

The Albany Riverfront Jazz Festival is a day where every beat, every riff, and every note paint the canvas of an experience, creating a masterpiece of Jazz. Returning for its 22nd year on Saturday, September 14th, 2024 at Jennings Landing from 12:00 p.m. to 8:00 p.m. Jazz Festival will showcase live performances, vendors, and culminate with a spectacular fireworks display to conclude the event.

The Office of Cultural Affairs is currently accepting applications from potential retail vendors. The retail row features original, handcrafted, and expertly executed products. Enclosed, you will find the application packet which contains an information sheet explaining the process, as well as the policies and procedures for vendor participation. **Applications must be received no later than Friday, August 9, 2024.**

The event will be held at Jennings Landing, or at the Corning Preserve Boat Launch in case of inclement weather.

On behalf of the City of Albany Office of Cultural Affairs, we look forward to receiving your application for 2024 Albany Riverfront Jazz Festival. If you have any questions regarding the application process, please contact The Office of Cultural Affairs at **(518) 434-5416** or vendor@albanyny.gov.

Sincerely,
Andre Cowan, Program Aide
The City of Albany Office of Cultural Affairs





RETAIL/CRAFT

VENDOR INFORMATION

September 14, 2024
Jennings Landing Albany, NY

GUIDELINES

- The City of Albany requires all retail, craft, or art products for sale or display to be of professional quality. Vendor's display should be visually appealing to help enhance the overall aspect of the event
- Only products represented in the application and by the attached photos may be sold in booth space
- Booths may not be shared
- 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 2024 Jazz Festival
- Selection notifications will be sent out no later than **August 16, 2024**
- Failure to provide all required information will be deemed an incomplete application, resulting in rejection

TIMELINE

August 9th	Deadline for postmarked application	September 14th	Load in 8:00 am – 10:00 am
August 16th	Acceptance and rejections mailed	September 14th	Event 12:00 pm-8:00 pm*
August 16th	Information packets mailed		<i>*Vendors are required to operate for the entire duration of the festival.</i>

FEES

- **\$65 per 10'x10' booth space (if accepted into the festival)**
- All vendor fees or payment information must be included with the submission of your application. Rejected applicants will receive a returned check or money order for booth space **after August 16, 2024**
- 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. The 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 of 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, a packet containing load-in procedures, parking information and other necessary information for the event will be sent in the mail
- 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 your 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



2024 Albany Riverfront Jazz Festival Retail/Craft Row Vendor Application

Application submission deadline Friday, August 9, 2024
Fill it out completely and please print or type

NAME: _____
(Last)
(First)

BUSINESS NAME: _____

CRAFT CATEGORY (circle): APPAREL BODY CARE CERAMIC DÉCOR JEWELRY PACKAGED FOOD PET PRODUCT TOY

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE (home): _____ (cell): _____

EMAIL: _____ WEBSITE (not required) : _____

NEW YORK STATE TAX ID: _____

DESCRIPTION OF ATTACHED PHOTOS
Including pricing, materials used, techniques, booth display

PHOTO 1. _____

PHOTO 2. _____

PHOTO 3. _____

PHOTO 4. _____

FEE: 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 9, 2024 TO:
 CITY OF ALBANY OFFICE OF CULTURAL AFFAIRS
 24 EAGLE STREET ROOM M-252
 ALBANY, NY 12207

2024 Albany Riverfront Jazz Festival
Retail Vendor 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. 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.
2. The City of Albany reserves the right to change the location, dates, and 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. 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 the City of Albany before the start of the event
 - b. Balloons and Mass-produced items may not be sold or distributed for free without the prior consent of the City of Albany
 - c. Helium tanks of any size are prohibited on festival premises
4. General Rules for Exhibitors:
 - a. Exhibitors must provide their water, electricity, tables, and chairs. Tents must be securely weighted down by a minimum of 40 lbs per leg. Tents cannot be staked into the ground.
 - b. Exhibitors must make arrangements for transport of their products, equipment, etc. to and from their exhibit spaces; event personnel are not available to assist, and cannot provide storage space for products, equipment, literature, etc. for exhibitors
 - c. Exhibitors must take full responsibility for set-up and other display materials; the 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 event: 12:00 pm to 8:00 pm
 - e. Exhibitors may not open or close earlier or later than the official operating hours without the express permission of the City of Albany
 - 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, and 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 Fest personnel; the City of Albany reserves the right to make such determinations
 - l. Exhibitors must return the areas to their pre-event condition (if repair and cleaning costs are incurred and the City of Albany determines the exhibitor is responsible, the Exhibitor will be billed for the cost of the repair.) Also, 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 event's parking regulations
 - n. Except for food trucks or trailers, no vehicles of any type may be driven on the grass or sidewalks or parked on or near the exhibitor's assigned location during the event. If violated, the vehicle will be ticketed and towed
 - o. The City of Albany may, for publicity purposes, use any photographs and information received or obtained
 - p. Exhibitors must professionally operate their business. At the discretion of the City of Albany, any Exhibitors, or any agents or employees of the Exhibitor who do not conduct themselves professionally 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 Fest" in any form
 - 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. The City of Albany suggests 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. Receipts upon sale of merchandise will be given to the purchaser. Refunds will also be given if the purchaser is unsatisfied with the quality of workmanship or if defects in material or craftsmanship are found to exist
 - s. Exhibitors 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 a fine and may face revocation of permit or termination of contract for events
 - t. The City of Albany does not hold the grandfathered-in clause to any exhibitors
5. Permits/Certificates:
 - a. 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.
 - b. Exhibitors are responsible for obtaining and displaying event permits as required and operating within any local, state, or federal guidelines or laws.
6. Exhibitor is solely liable for equipment (installation, operation, and tear down), and any other personal property at the event. Exhibitor shall obtain proper insurance coverage for said items to cover loss due to vandalism, theft, or any other casualty. 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, Jazz Fest, and Jazz Fest personnel shall be held harmless for any claim of theft, vandalism, casualty, or loss.
7. Exhibitor shall defend, indemnify, and save harmless the City of Albany and Albany Riverfront 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. 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.
9. Refunds:
 - a. If accepted into the festival; no refunds will be given at any time

Please return the signed Policies and Procedures agreement with the 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 (Please print) _____ **DATE** _____



2024 ALBANY RIVERFRONT JAZZ FESTIVAL RETAIL VENDOR APPLICATION CHECKLIST:

- Application filled out completely with all required information
- Policies and Procedures read, signed, and attached
- Photos including 1 clear photo of booth display, (2) representatives of what you plan to sell attached to the application
- One (1) check or money order (\$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 9, 2024

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