

Dear Prospective Vendor,

The Alive at Five Concert Series is returning to Jennings Landing this year for its 34th season. This series has proven to be a staple of summer in the Capital Region, showcasing a diverse lineup of big names, up-and-coming acts and the region's most talented original artists. Alive at Five offers eight weeks of critically-acclaimed free to the public concerts spanning across all music genres.

We are offering half-series commitment options. Instead of a full 8- week commitment, you have the option of 4 weeks. Select the alternative that best suits your preferences and goals.

The Office of Cultural Affairs is currently accepting applications from potential food vendors. The food row features a high-quality mix of diverse menus for patrons to enjoy. Enclosed, you will find the application packet which contains an information sheet explaining the process and the policies and procedures for vendor participation. **The deadline for all applications to be postmarked is April 26th, 2024.**

The concert series dates are June 6th, June 13th, June 20nd, and June 27th, July 11th, July 18th, July 25th and August 1st, 2024. All of the Alive at Five concerts will be held at Jennings Landing at the Corning Preserve, or at the Corning Preserve Boat Launch, in cases of inclement weather. Vendors must be available for at least 4 weeks of the dates selected to be considered.

On behalf of the City of Albany Office of Cultural Affairs, we look forward to receiving your application for the 2024 Alive at Five summer concert series. If you have any questions regarding the application process, please contact me at **518-434-5416** or vendors@albanyny.gov.

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





FOOD

VENDOR INFORMATION

June 6, 13, 20, 27
July 11, 18, 25
August 1, 2024

Jennings Landing Albany, NY

GUIDELINES

- Food vendor's who create high quality food and drinks that are affordable for all patrons.
- All vendors must meet all Albany County Health Department temporary food service permit requirements.
- Only products represented in the application and by the attached photos may be sold in booth space.
- Glass bottles, Styrofoam containers and the sale of alcohol prohibited during festival.
- Alive at Five is rain or shine. No refunds will be given due to inclement weather; rain location will be utilized if needed.
- All vendors must stay for the duration of the event.

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 series.
- Selection notifications will be sent out no later than **May 12, 2024**.
- Failure to provide all required information will be deemed an incomplete application, resulting in rejection.

TIMELINE

April 26th	Deadline for postmarked application	June 6th - August 1st Load-in 12:00 pm – 3:00 pm
May 10th	Acceptance and rejections mailed	June 6th - August 1st Event Time 4:30 pm - 8:00 pm
May 17th	Information packets mailed	

FEES

1. **\$1800 entire 8-week series** (June 6, 13, 20, 27 July 11, 18, 25, August 1)
2. **\$1000 first 4 weeks*** (June 6, 13, 20, 27)
3. **\$1000 second 4 weeks*** (July 11, 18, 25, August 1)

**Limited space available onsite per week, priority given to 8-week vendors.*

- 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 **May 10, 2024**.
- The City will not accept personal checks from any previous vendor who has had a check returned for insufficient funds.

BOOTH

- Booth space: **30' wide by 10' deep**. All displays and products must remain within the confines of the space provided.
- Vendor must provide their 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 the application: (3) representatives of the food you plan to sell. One (1) booth setup. One (1) menu.
- All photos submitted in working JPEG format via CD, USB drive, or email, **vendor@albanyny.gov**.
- Be sure to include the 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 series will be provided.
- Workers compensation (C105.2) and Disability (DB-120.1) Liability insurance, a minimum limit of one million dollars required.
- 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 Alive at Five Food Vendor Application

Application submission deadline Friday, April 26th, 2024
Fill it out completely and please print or type



NAME: _____
(Last) (First)

BUSINESS NAME: _____

FOOD TYPE/CATEGORY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE (cell): _____

EMAIL: _____ FOOD TRUCK SIZE: _____

NEW YORK STATE TAX ID: _____

DESCRIPTION OF ATTACHED PHOTOS

Including menu items, pricing, booth display

PHOTO 1. _____

PHOTO 2. _____

PHOTO 3. _____

PHOTO 4. _____

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

CHOOSE 1: \$1800- All 8 weeks \$1000 - 4 weeks (June 6, 13, 20, and 27) \$1000 4 weeks (July 11, 18, 25, August 1)

INSURANCE REQUIRED (to be attached to application):

- Workers compensation (C105.2) and Disability (DB-120.1) or a Certificate of Attestation of Exemption (CE-200).
- Proof of Commercial General Liability insurance with a minimum limit of one million dollars.


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	Truck Size

MAIL COMPLETED APPLICATIONS BY April 26, 2024 TO:
CITY OF ALBANY OFFICE OF CULTURAL AFFAIRS
24 EAGLE STREET, ROOM M-252
ALBANY, NY 12207

**2024 City of Albany Alive at Five
Food 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. 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. 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 Festival
 - b. Balloons, stickers, t-shirts, or posters may not be sold or distributed free without prior consent of the City of Albany
 - c. Helium tanks of any size are prohibited on festival premises
4. General Rules for Vendors:
 - a. Exhibitor 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. Exhibitor must make 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 products, equipment, literature, etc. for vendors.
 - c. Exhibitor must take full responsibility for set-up and other display materials; Alive at Five personnel will establish set-up and takedown times
 - d. Exhibitor must have personnel present and in their booths at all times during the official operating hours of the event: 4:30 pm to 8:00 pm
 - e. Exhibitor may not open or close earlier or later than the official operating hours, without express permission of the City of Albany
 - f. Exhibitor must keep all displays, merchandise, etc. within the confines of the tent or space itself
 - g. Exhibitor must keep boxes and cartons out of sight
 - h. Exhibitor must maintain a neat and clean area, and provide refuse bags to condense and secure all waste produced by the booth.
 - i. Exhibitor 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. Exhibitor may not have music or conduct activities that may be disruptive to neighboring Vendors, passers-by, or Alive at Five personnel; City of Albany/Alive at Five personnel reserve the right to make such determinations
 - l. Exhibitor must return the areas to their pre-event condition (if repair and cleaning costs are incurred and City of Albany/Alive at Five 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. 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
 - n. The City of Albany may, for publicity purposes, use any photographs and information received or obtained
 - o. Exhibitors must professionally operate their business. At the discretion of the City of Albany, any Vendors, or any agents or employees of the Vendor 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 "Alive at Five" in any form
 - p. 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. 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)
 - q. Exhibitors 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.
 - r. 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. Vendors in violation of this policy may be subject to a fine and may face revocation of permit or termination of contract for events
 - s. 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. The vendor represents they have 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 vendor. It is specifically agreed that the City of Albany, Alive at Five, and Alive at Five 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, Alive at Five, the Alive at Five 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 April 23, 2024.
9. Exhibitors 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 the contract and removal from the event without a refund of the vending fee. Moreover, no products shall be sold in glass containers.
10. 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.
11. **Refunds:** Alive at Five is rain or shine. No refunds will be given due to inclement weather.

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 (print) _____ DATE _____



2024 CITY OF ALBANY ALIVE AT FIVE FOOD VENDOR APPLICATION CHECKLIST:

- Application filled out completely with all required information
- Signed Policies and Procedures
- (4) Photos including (1) menu items, (1) clear photo of the booth display, and (2) representative of the work you plan to sell attached to the application
- One (1) check or money order made payable to “The City of Albany”
- Proof of Workers Compensation (C105.2) and Disability (DB-120.1)
Or a Certificate of Attestation of Exemption (CE-200)
- Proof of Commercial General Liability insurance

APPLICATION MUST BE RECEIVED BY FRIDAY, APRIL 26, 2024

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