

January 6, 2010

*Dear Tulip Festival Applicant,*

*This year we are celebrating the **62<sup>nd</sup> Annual Albany Tulip Festival**. All vendors that are chosen for this show should come prepared to vend on Saturday, May 8<sup>th</sup> and Sunday, May 9<sup>th</sup>. Hours of operation for the two days are 11am – 6pm. Also, we will **ONLY** accept digital images on CD's. **All images should be a minimum of 300 dpi, and sent as a .jpeg file.***

*Enclosed, please find an application packet for the Albany Tulip Festival 2010. 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 before signing. (Failure to provide all information required, will result in immediate rejection.)** In order for artisans to plan their 2010 festival calendars, we would like the application/notification process to proceed quickly; this process will allow artisans and vendors, if not selected, to make other arrangements for this weekend. Applications **must be received** by February 12, 2010. **You must include your Sales Tax ID number.** Notification of acceptance or rejection will be mailed out by Monday, March 8, 2010.*

*On behalf of the City of Albany Office of Special Events and Volunteer Services, we look forward to receiving your application for Tulip Festival 2010. If you have any questions regarding the application process, please contact me at (518) 434-5415.*

*Sincerely,*

*Catherine A. Kosa  
Vendor Coordinator*

2010  
Albany Tulip Festival  
Washington Park  
May 8<sup>th</sup> – 9<sup>th</sup>

**General Information:** The 2010 Albany Tulip Festival/ Pinksterfest will be held **May 8 – 9, 2010** in Washington Park between 11:00AM - 6:00PM. **There is no rain date and there will be no refunds.**

**Selection Procedure and Application Deadline:** Screening of applications will be conducted by a jury of three experts. **Application deadline for arts and crafts is Friday, February 12, 2010.** Notification regarding participation will be mailed by **Monday, March 8<sup>rd</sup>**.

**Standards:** Work must be original, handcrafted and expertly executed and completely finished. **Unacceptable** work includes: ceramics from commercial molds, cut bottles, 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.**

**About Photos:** Each applicant must submit **4 digital PHOTOS** on CD. All images should be a minimum of 300 dpi, and sent as a .jpeg file.

**Three (3) digital photos must be representative of the work you plan to show and (1) digital photo of your booth is required.** The photos will be used in the jury process to insure the highest quality show possible. **All photos must have the exhibitor's name on them.** The CD's will be returned after being juried along with notice of acceptance or rejection.

**Booth Space:** 15' long by 10' deep

**Additional Information:** If accepted you will receive a complete instructions on load-in procedures.

**Fees:** Two (2) checks made payable to The City of Albany: one for \$300.00 (booth fee) and one for \$10.00 (jury fee).

If you are selling/sampling any type of edible product you **must include** the additional \$10.00 fee (add to your booth fee check) for your health permit. Also needed will be proof of Commercial General Liability insurance, workers compensation and liability or a Certificate of Attestation of Exemption.

**(Please Note: We require that vending fees accompany your application.)**

## Check List:

1. If you wish confirmation that we received your application include a self-addressed, stamped postcard or send mail certified with a return receipt.
2. Fill out application form **completely**. Incomplete forms and those lacking Sales Tax ID numbers will be immediately dismissed. **Both application and the Policies and Procedures, which are also attached, must be signed.**
3. (4) digital photos and description (required of all participants) on CD.
4. Two (2) checks made payable to The City of Albany: one for \$300.00 (booth fee) and one for \$10.00 (jury fee).
5. If you are selling/sampling any type of edible product you **must include** the additional \$10.00 fee (add to your booth fee check) for your health permit. Proof of Commercial General Liability insurance, workers compensation and liability or a Certificate of Attestation of Exemption.

2010  
Albany Tulip Festival  
Washington Park  
May 8<sup>th</sup> – 9<sup>th</sup>

**Application deadline is Friday, February 12, 2010**

**Fill out completely and please print:**

**Photo Descriptions:** Please include prices, materials, techniques, size.

Photo 1. \_\_\_\_\_

Photo 2. \_\_\_\_\_

Photo 3. \_\_\_\_\_

Photo 4. \_\_\_\_\_

Name: \_\_\_\_\_

Last

First

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Sales Tax I.D # \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Specific Craft: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Booth Fee: Two (2) checks made payable to The City of Albany: one for \$300.00 (booth fee) and one for \$10.00 (jury fee).**

**If you are selling/sampling any type of edible product you must include the additional \$10.00 fee (add to your booth fee check) for your health permit. Also you will need Proof of Commercial General Liability insurance, workers compensation and liability or a Certificate of Attestation of Exemption.**

Exhibitors requesting a previous year's space (please provide space number) or other request, please note here:

**NOTE:** We will try our best to accommodate requests for specific spaces, this will, however, be on a first- come, first-served request basis, availability and potential circumstances beyond our control.

Please send to:

ATTN: Catherine Kosa  
The City of Albany  
The Office of Special Events & Volunteer Services  
4th Floor, City Hall-Eagle Street  
Albany NY 12207

## ***2010 Albany Tulip 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. Exhibitors may not distribute, display, or sell products, literature, or other items from any business or organization other than the one specifically contracted with Albany Tulip Festival Committee to rent the booth or tent space.
2. City of Albany/Albany Tulip Festival Committee 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. City of Albany/Albany Tulip Festival Committee 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 Albany Tulip Festival Committee prior to the start of the festival.
  - b. Balloons, stickers, t-shirts, or posters may not be sold or distributed free without prior consent of the Tulip Festival Committee.
4. General Rules for Exhibitors:
  - a. Exhibitors must provide their own water, electric, tables and chairs.
  - b. Exhibitors must make their own arrangements for transport of their products, equipment, etc. to and from their exhibit spaces; festival personnel are not available to assist, and the festival cannot provide storage space for product, equipment, literature, etc. for exhibitors.
  - c. Exhibitors must take full responsibility for set-up and other display materials; Albany Tulip Festival Committee 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 festival: 11am to 6pm daily.
  - e. Exhibitors may not open or close earlier or later than the official operating hours, without express permission of Albany Tulip Festival Committee.
  - 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, also 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 Albany Tulip Festival Committee personnel; City of Albany/Albany Tulip Festival Committee reserves the right to make such determinations.
  - l. Exhibitors must return the areas to their pre-festival condition (if repair and cleaning costs are incurred and City of Albany/Albany Tulip Festival Committee determines Exhibitor is responsible, the Exhibitor will be billed for the cost of the repair.) Also the Exhibitor must comply with the September 1, 1882 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 festival's parking regulations.
  - n. No vehicles (cars, trucks, trailers, etc.) of any type may be driven on the grass or sidewalks or parked on or near exhibitor's assigned location between 10:00am and 7:00pm during the 2 day festival.
  - o. City of Albany/Albany Tulip Festival Committee may, for publicity purposes use any photographs or information received or obtained.
  - p. Exhibitors must operate their business in a professional manner. At the discretion of the Albany Tulip Festival Committee, any Exhibitors, or any agent, or employee of the Exhibitor who do not conduct himself or herself, in a professional manner and according to the policies contained herein may be removed from the festival. Festival coordinators reserve the right to remove any objectionable merchandise from any booth. **NO** merchandise shall be displayed or sold with the name "Albany Tulip Festival" or "Pinksterfest" in any form.
  - q. **Exhibitors that are using an electric generator or any other motor must soundproof that device to the satisfaction of the Albany Tulip Festival Committee. (THIS WILL BE STRICTLY ENFORCED DUE TO CONTINUAL COMPLAINTS. THE COMMITTEE SUGGESTS ANYONE USING A GENERATOR TO EITHER HAVE A BACKUP (on site) THAT RUNS MORE QUIETLY OR TO HAVE THEIR CURRENT ONE SERVICED. The committee does have the right to make anyone not conforming to this or any policies or procedures to shut down for the remainder of the festival.)**
  - r. Receipts upon sale of merchandise will be given to purchaser. Refunds will also be given if the purchaser is unsatisfied with quality of workmanship or if defect in material or craftsmanship are found to exist.
  - s. **Exhibitor may only sell his or her own original handcrafted work. Exhibitor may demonstrate their craft if they so choose.**

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 festival 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 festival. Exhibitor 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 is the sole responsibility of the Exhibitor. It is specifically agreed that City of Albany, Albany Tulip Festival, Albany Tulip Festival Committee shall be held harmless for any claim of theft, vandalism, casualty, or loss.

7. The Exhibitor shall defend, indemnify, and save harmless the City of Albany, the Albany Tulip Festival, the Albany Tulip Festival Committee, 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.

**I 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 \_\_\_\_\_