

July 1, 2010

Dear Artist Applicant:

We invite visual artists in the following mediums: **painting, watercolor, acrylic, pastel, oil, photography and sculpture** to sell and exhibit at the **September in the City Art Fair** held in Tricentennial Park at Broadway and Columbia St. in Albany, from 11:30 a.m. to 2:00 p.m., on **September 1, 8, 15, 22 and 29, 2010.**

The City of Albany is providing free parking for registered artists on the streets bordering the park. You may bring a canopy or a pop-up tent to protect your artwork.

Set-up will begin at 9:30 a.m. and take-down must be completed by 3:00 p.m.

Enclosed is the application packet for the **September in the City Art Fair.** The information sheet explains the application process each applicant must follow. If interested, please fill out the application and be sure you understand the terms and conditions of participation before signing. **Failure to provide all the information required may result in rejection. Please include your NYS Sales Tax Number or Social Security Number if selling your artwork.**

Pre-registration is required for each day at \$10.00 per day due August 13, 2010. Booth is non-transferable and your fee is non-refundable.

If you select to exhibit all five days, the registration fee is \$45.00.

Make check payable to: **City of Albany.**

Send to: Jason Bonafide
Special Events & Volunteer Services
City Hall – Room 402
Albany, NY 12207

On behalf of the Office of Special Events, I look forward to receiving your application. If you have any questions or concerns, I can be reached at (518) 434-5416, by email at bonafidej@ci.albany.NY.US or by fax at (518) 426-0759.

Sincerely,

Jason Bonafide
Art Coordinator
Enc.

September in the City Art Fair Application
Tricentennial Park – Broadway & Columbia St.
Albany, New York
September 1, 8, 15, 22, 29, 2010
11:30 AM – 2:00 PM

Last Name _____ First Name _____

Address _____

City _____ State _____ Zip _____

What is your medium? _____

N.Y.S. Sales Tax number _____ or Social Security number _____

Phone (Work) _____ (Home) _____ (Cell) _____

E-Mail _____

Artist website (if applicable) _____

Pre-registration is required for each day at \$10.00 per day by August 13, 2010. Booth is non-transferable and your fee is non-refundable.

Check the dates you wish to sell and/or exhibit your artwork.

DATE	REGISTRATION FEE
September 1 _____	\$10.00 _____
September 8 _____	\$10.00 _____
September 15 _____	\$10.00 _____
September 22 _____	\$10.00 _____
September 29 _____	\$10.00 _____
TOTAL \$ _____	

If you elect to register for all five days, the registration fee is \$45.00.

All 5 days \$ 45.00 _____

Make check payable to **City of Albany** and mail to:
 Jason Bonafide
 Office of Special Events
 City Hall – Room 402
 Albany, NY 12207

License Plate Number of the vehicle you are driving _____

Make of vehicle _____

You may contact me at 434-5416 or bonafidej@ci.albany.ny.us.

Signature of Exhibitor _____

September in the City Art Fair
Tricentennial Park
September 1, 8, 15, 22, 29, 2010
Policy and Procedures

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 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.
4. I agree to pay Sales Tax on all sales directly to government authorities.
5. I will cause no damage to Tricentennial 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.
6. 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.
7. 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.
8. 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.
9. 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.

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 agreement:

Artist signature: _____

Artist name (please print): _____ **Date:** _____

September in the City Art Fair Tricentennial Park September 1, 8, 15, 22, 29, 2010

General Information: September in the City Art Fair will be held September 1, 8, 15, 22, 29, 2010 in Tricentennial Park.

Standards: Original works of art including: drawings, paintings, pastels, oils, photography and sculpture that are suitable for a community based art show will be accepted. **No representatives of stores or stores representing artists or photographers may apply.** No manufactured products or art supplies may be displayed or sold at this show. Show coordinator reserves the right to remove any objectionable Art from any booth.

Booth Space: Booth spaces are 10' long by 10' deep by 10' high. The cost is \$10.00 each day you exhibit or \$45 for the full series of 5 dates. Hours are 11:30 AM – 2:00 PM.

Artists must provide his/her own display easels, tables, chairs, and any other equipment for displaying their work.

Artists are advised to be prepared for inclement weather. Artists portfolios are encouraged (portfolios may be included in display).

All spaces are outdoors.

Fees: Pre-registration is required for each day at \$10.00 per day or \$45.00 for all 5 shows, due by August 13, 2010. Booth is non-transferable and your fee is non refundable.

Check List:

1. Fill out application form **completely**. New York State Sales Tax Number or Social Security Number requested if artist is selling his/her artwork.
2. Sign Policy & Procedures statement. Applications without signature will be returned.