

January 6, 2010

Dear Tulip Festival Art Show Applicant:

The 62nd Annual Tulip Festival will be held Saturday, May 8<sup>th</sup> and Sunday, May 9<sup>th</sup> in Washington Park, Albany, NY. Hours of operation for the two days are 11am – 6pm.

The Tulip Festival Committee will accept a limited number of mixed media for the Fine Arts Show: watercolor, acrylic, pastel, oil, photography, digital photography, sculpture and etching. No crafts will be accepted. The Tulip Festival Committee reserves the right to select work suitable for a family-oriented event.

The selection committee will **view digital images only** of the artist's work. **All images should be submitted on CD as JPG files. No slides, photos or DVDs will be accepted. To ensure fair and accurate judging of your work, please submit your files at a resolution of 300 dpi and at a size of 1600 pixels at the longest or widest dimension.** The jury will make selections based on originality and creativity, as well as the available space in Washington Park.

Enclosed please find an application packet for the Tulip Festival Art Show. The information sheet explains the application process each applicant must follow. Please use the application sheet provided and be sure to understand the terms and conditions of participation before signing. **(Failure to provide all the information required may result in immediate rejection.)** In order for you to plan your 2010 festival calendar, we anticipate the application/notification process to proceed quickly, therefore allowing participants, if not selected, to make other arrangements for this weekend.

**Two checks must accompany your application: one jury fee of \$10 and one booth fee of \$70. The deadline for submitting the application is February 12, 2010. Please make checks payable to the City of Albany and include your NYS Sales Tax Number or Social Security Number if selling your artwork.** Notification of acceptance or rejection will be mailed out by March 8, 2010.

On behalf of the Office of Special Events, we look forward to receiving your application. If you have any questions or concerns regarding the application process, please contact me at (518) 434-5416, [bonafidej@ci.albany.ny.us](mailto:bonafidej@ci.albany.ny.us) or fax to (518) 426-0759.

Sincerely,

Jason Bonafide  
Art Show Coordinator

**The 62<sup>nd</sup> Annual Tulip Festival  
General Information  
Washington Park, Albany, NY  
Tulip Festival Fine Arts Show - May 8 & 9, 2010**

**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 is Friday, February 12, 2010.** Notification regarding participation will be mailed by **Monday, March 8.**

**Standards:** Work must be original and handcrafted by the artist. 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. Booths may not be shared among more than one artist.**

**About Photos:** Each applicant must submit **5 digital photos** of their work on CD. All images must be in JPG format at a resolution of 300 dpi, at a size of 1600 pixels at the longest or widest dimension. Slides, DVDs or other formats will not be accepted. The photos will be used in the jury process to insure the highest quality show possible. The CDs will be returned after being juried along with notice of acceptance or rejection.

**Booth Space:** 10' 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 \$70.00 (booth fee) and one for \$10.00 (jury fee). Your booth check will either be deposited upon your acceptance to the show or returned upon your rejection.

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

**Check List:**

1. If you want 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 (or Social Security numbers in lieu of a Sales Tax ID) will be immediately dismissed. Both application and the Policies and Procedures, which are also attached, must be signed.
3. Five (5) digital photos and description (required of all participants) on CD. All photos must be in JPG format, at a resolution of 300 dpi and a size of 1600 pixels at the longest or widest dimension.
4. Two (2) checks made payable to The City of Albany: one for \$70.00 (booth fee) and one for \$10.00 (jury fee).



**The 62<sup>nd</sup> Annual Tulip Festival  
Policy and Procedures  
Washington Park, Albany, NY  
Tulip Festival Art Show - May 8 & 9, 2010**

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.
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, 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 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 10:30am and 7:00pm during the 2 days of the festival.
  - o. City of Albany/Albany Tulip Festival Committee may, for publicity purposes use any photographs/slides and 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 if requested. 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 \_\_\_\_\_