



City of Albany, NY
Office of Cultural Affairs
City Hall
24 Eagle Street, 4th Floor
Albany, New York 12207
(518) 434-2032
WWW.ALBANYEVENTS.ORG

KATHY M. SHEEHAN
MAYOR

RENEE OVERDYKE
DIRECTOR

Dear Tulip Festival Applicant,

The highly anticipated 69th Annual Albany Tulip Festival will return to Washington Park this Mother's Day Weekend, May 13 & 14. This free outdoor public festival has become a City of Albany centerpiece event, drawing around 80,000 attendees of all ages and demographics throughout the weekend. The Tulip Festival features a variety of over 100,000 tulips, as well as first-rate entertainment on multiple stages and high quality food, craft, and art vendors.

We are accepting applications for the KidZone area. We are looking for a variety of exhibitors and vendors that are geared towards kid- and family-friendly interactive activities and informational booths. With this area, we have the ability to offer a variety of spaces to fit your needs. Enclosed, please find an application packet. 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. Applications must be received no later than March 6.

On behalf of the City of Albany Office of Cultural Affairs, we look forward to receiving your application for Tulip Festival 2017. If you have any questions regarding the application process, please contact me at (518) 434-5416 or mkimble@albanyny.gov.

Sincerely,

Monique M. Kimble

Monique Kimble
Logistics Coordinator
City of Albany Office of Cultural Affairs

**2017 City of Albany Tulip Festival
Washington Park
May 13 & 14**

Please be sure to read and understand the following policies and procedures of vendor participation prior to filling out application. Failure to adhere to these or to submit all necessary information required will result in immediate rejection.

GENERAL INFORMATION: The 2017 Albany Tulip Festival will be held **May 13 & 14, 2017** in Washington Park between 11:00am - 6:00pm.
All exhibitors selected must be prepared to exhibit for the entire duration of the festival.
Load in will take place Friday, May 12 and Saturday, May 13.
There is no rain date and there will be no refunds.

SELECTION PROCEDURE AND APPLICATION DEADLINE: Screening of the applications will be conducted by the City of Albany and Tulip Festival personnel. Please be sure to provide a detailed description of any interactive activities, services, or goods you are offering, including price ranges. All exhibitors will ultimately be selected based on listed criteria and the overall integrity of the event.

STANDARDS: Exhibitors must present high-quality products or interactive activities and services at an affordable price.

FEES: One (1) check or money order made payable to **“The City of Albany”**:
15’x10’ retail or ticketed activity space - \$315
10’x10’ non-retail/informational space - \$85
**Custom spaces available, please contact City of Albany Office of Cultural Affairs to discuss.*

If you are selling/sampling any type of edible product you must include an additional \$30.00 fee (add to your booth fee check) for your health permit.

***Please note:** All vendor fees must be included with the submission of your application. The City will not accept personal checks from any vendor who has had a check returned for insufficient funds. In this case payment must be made via certified check or money order. If application is rejected, checks will be returned.

PHOTOS: Each applicant must submit **4 digital photos** on CD or USB flash drive. All photos must be in high quality JPEG format. Three (3) photos must be representative of the work or activities you plan to host and one (1) photo of your booth is required. The photos will be used in the process to ensure the highest quality festival possible. All CDs/drives must have the exhibitor's name on them. CDs/ drives will be returned to you with notice of acceptance or rejection.

TICKETS: Ticketed activities and services will be permitted with all proceeds going to the exhibitor. Prices should be reasonable and reflect the festival's goal of providing high-quality, affordable entertainment to all members of the community.

CERTIFICATES/INSURANCE: You will need to provide proof of Commercial General Liability insurance, along with workers compensation (C105.2) and disability (DB-120.1) or a Certificate of Attestation of Exemption (CE-200).

ADDITIONAL INFORMATION: If accepted you will receive complete instructions on load-in procedures, parking instructions and other any necessary information for the weekend.

The City of Albany maintains the right to close any exhibit not in compliance with the above policy.

Exhibit Space:

15'x10' retail or ticketed activity space - \$315

10'x10' non-retail/informational space - \$85

**Custom space available, please contact to discuss.*

Additional Requirements:

- An additional \$30.00 fee (add to your booth fee check) for your health permit if selling or sampling food products.
- Proof of Commercial General Liability insurance, along with workers compensation (C105.2) and disability (DB-120.1) or a Certificate of Attestation of Exemption (CE-200).

We provide one (1) vendor parking permit onsite at this event. Below please provide information on the vehicle/trailer that you plan to park in this area.

Vehicle Plate Number	State Plate Issued	Make & Model
Trailer Plate Number	State Plate Issued	

Mail completed applications to:

ATTN: Tulip Festival Vendor Coordinator
City of Albany Office of Cultural Affairs
City Hall, Room 402, 24 Eagle Street
Albany, NY 12207

2017 City of 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 the City of Albany.
2. The City of Albany 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. 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 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 City of Albany.
4. General Rules for Exhibitors:
 - a. Exhibitors must provide their own water, electric, tables, tents and chairs. Tents CANNOT be staked into the ground.
 - 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; 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 festival: 11am to 6pm daily.
 - e. Exhibitors may not open or close earlier or later than the official operating hours, without 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 must return the areas to their pre-festival condition (if repair and cleaning costs are incurred and the City of Albany 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 of any type may be driven on the grass or sidewalks or parked on or near exhibitor's assigned location during the 2 day festival.
 - o. The City of Albany 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 City of Albany, any Exhibitors, agents or employees of Exhibitors who do not conduct themselves 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 City of Albany.** (This will be strictly enforced due to continual complaints. The City of Albany suggests anyone using a generator either have a backup onsite 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 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 demonstrate their craft if they so choose.
 - t. 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. Exhibitors in violation of this policy may be subject to fine and may face revocation of permit or termination of contract for events.

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 are the sole responsibility of the Exhibitor. It is specifically agreed that the City of Albany, Albany Tulip Festival and event 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 the Albany Tulip 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.

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 _____

2017 City of Albany Tulip Festival Application Check List:

- Application filled out completely. Incomplete applications will be dismissed.
- Policies and Procedures, read and signed.
- Four (4) digital photos with description included in correct format.
- One (1) check or money order (\$315 or \$85) made payable to The City of Albany if applying for standard booth space.
- Additional \$30 fee if selling/sampling any type of edible product for health permit.
- Proof of Commercial General Liability insurance, along with workers compensation (C105.2) and disability (DB-120.1) or a Certificate of Attestation of Exemption (CE-200).

APPLICATION MUST BE RECEIVED BY MARCH 6, 2017

ATTN: Tulip Festival Vendor Coordinator
City of Albany Office of Cultural Affairs
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