



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

KATHY M. SHEEHAN  
MAYOR

ALAY MEDINA  
DIRECTOR

January 8, 2018

Dear Tulip Festival Applicant,

Capital Region's official kick-off to spring, the Albany Tulip Festival returns in 2018 to celebrate its 70<sup>th</sup> anniversary. This free 2 day event is Albany's crown jewel; showcasing picturesque Washington Park and its 100,000 tulips at their peak. Featuring an array of vendors, specialty zones, live music and entertainment, this cherished festival continues to draw 80,000+ attendees annually from locals to international travelers of all demographics.

The Office of Cultural Affairs is currently accepting applications from potential vendors to be part of Food Row at the Tulip Festival which features a high quality mix of diverse menus to for patrons to enjoy. Attached you will find the application packet which contains the application, an information sheet explaining the process as well as the policies and procedures for vendor participation. Deadline for all applications is **Friday March 2, 2018**.

On behalf of the City of Albany, we look forward to receiving your application for the 70<sup>th</sup> Anniversary Tulip Festival. If you have any questions regarding the application process, please contact the Office of Cultural Affairs at **(518) 434-2032** or **vendor@albanyny.gov**.

Sincerely,

A handwritten signature in black ink, appearing to read "Alay Medina".

Alay Medina  
Director  
City of Albany Office of Cultural Affairs



# FOOD ROW

## VENDOR INFORMATION

May 12-13, 2018  
Washington Park Albany, NY

### GUIDELINES

- Food Row is designed for vendors who create high quality food and drinks that 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.
- Tulip Festival is rain or shine: no refunds will be given due to inclement weather.

### SELECTION

- The selection committee will consist of a jury chosen by the City of Albany Office of Cultural Affairs. All jury decisions are final.
- Applications will be judged on specific application criteria and the overall integrity of the event. Priority given to variety and diversity of food products within the festival.
- Selection notifications will be sent out on Friday March 12, 2018.
- Failure to provide all required information will be deemed an incomplete application, resulting in rejection.

### TIMELINE

<b>March 2</b>	Deadline for postmarked application	<b>May 12</b>	Load in 6:00am – 9:00am
<b>March 12</b>	Acceptance and rejections mailed	<b>May 12</b>	Tulip Festival open 11:00am-6:00pm*
<b>April 6</b>	Information packets mailed	<b>May 13</b>	Tulip Festival open 11:00am-6:00pm*
<b>May 11</b>	Load in 1:00pm – 6:00pm		<i>* Vendors required to operate for the entire duration of the festival.</i>

### FEES

**\$10** Application Fee (non-refundable)

**\$630** per 10'x15' booth space (if accepted into festival)

- All vendor fees or payment information must be included with the submission of your application. Rejected applicants will receive returned check or money order for booth space after March 12, 2018.
- 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 to provide own electricity, water, tents, tables, chairs, weights and displays. 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 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 application. Three (3) representative of the work you plan to sell. One (1) booth setup.
- All photos submitted in working JPEG format via CD, USB drive or email, [vendor@albanyny.gov](mailto:vendor@albanyny.gov), to be used in the jury process.
- Be sure to include applicant's name on all photos provided. Please note, CD, and USB will not be returned.

### ADDITIONAL INFORMATION

- If accepted, packet containing load-in procedures, parking information and other necessary information for the weekend.
- Workers compensation (C105.2) and Disability (DB-120.1) Liability insurance, 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 you application and a current Certificate must be displayed within your booth during the festival.
- Failure to adhere to these 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.



# 2018 Albany Tulip Festival Food Row Vendor Application

Application submission deadline Friday March 2, 2018

Fill out completely and please print or type

NAME: \_\_\_\_\_  
(Last) (First)

BUSINESS NAME: \_\_\_\_\_

FOOD TYPE/CATEGORY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PHONE (home): \_\_\_\_\_ (cell): \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE (not required): \_\_\_\_\_

NEW YORK STATE TAX ID: \_\_\_\_\_

## DESCRIPTION OF ATTACHED PHOTOS

Including menu items, pricing, booth display

PHOTO 1. \_\_\_\_\_

PHOTO 2. \_\_\_\_\_

PHOTO 3. \_\_\_\_\_

PHOTO 4. \_\_\_\_\_

**FEES:** Two (2) checks or money orders made payable to "THE CITY OF ALBANY" must be submitted with application.  
**\$630.00 Booth Fee** (returned if not accepted)  
**\$10.00 Application Fee** (non-refundable)

### 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 minimum limit of one million dollar.

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	

Were you a Craft Vendor at last year's Tulip Festival? Yes \_\_\_ No \_\_\_

If requesting a previous year's space, please provide space number here: \_\_\_\_\_

*\*Requested spaces will be taken in to consideration, however The City of Albany reserves the right to place all vendors accordingly to the needs of the event.*

### MAIL COMPLETED APPLICATIONS BY MARCH 2, 2018 TO:


TULIP FESTIVAL VENDOR COORDINATOR  
CITY OF ALBANY OFFICE OF CULTURAL AFFAIRS  
24 EAGLE STREET  
ROOM 402  
ALBANY, NY 12207



# 2018 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 to rent the booth or tent space.
  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 from 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 may not have music or conduct activities that may be disruptive to neighboring exhibitors, passers-by, or Tulip Festival personnel; the City of Albany 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 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. With the exception of food trucks or trailers, 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 will be given to purchaser if requested. Refunds will also be given if the purchaser is unsatisfied with quality.
    - s. **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. Exhibitors that are using deep fryers shall at all times have a 6-liter, K-type fire extinguisher within the permitted exhibition space. Exhibitors 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.**
    - 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 festival personnel 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 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. 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 not later than March 6, 2017.
  9. **Vendors 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 be immediate termination of contract and removal from event without a refund of vending fee.

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.

Please return signed Policies and Procedures agreement with 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** \_\_\_\_\_



## 2018 CITY OF ALBANY TULIP FESTIVAL VENDOR APPLICATION CHECK LIST:

- ✓ Application filled out completely with all required information
- ✓ Signed Policies and Procedures
- ✓ Photos including menu items, and clear photo of booth display attached to application
- ✓ Two (2) checks or money orders (\$630, \$10) 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 MARCH 2, 2018**

**SEND APPLICATIONS TO:**  
Tulip Festival Vendor Coordinator  
City of Albany Office of Cultural Affairs  
24 Eagle Street  
Room 402  
Albany, NY 12207