



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

March 26, 2018

Dear Prospective Vendor,

The Alive at Five Concert Series is returning to Jennings Landing this year for its 29<sup>th</sup> season. This series has proven to be a staple of summer in the Capital Region, showcasing a diverse lineup of big names, up-and-coming acts and the region's most talented original artists. Alive at Five offers eight weeks of critically-acclaimed free to the public concerts spanning across all music genres.

***New this year, we are offering half series commitment options to go along with the full 8 week run for a limited number of food vendors to fill the concert series with high-quality and diverse menus for patrons to enjoy.*** Enclosed, please find an application packet with the information sheet explaining 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 April 27, 2018.**

The concert series dates are June 7, June 14, June 21, June 28, July 12, July 19, July 26, and August 2, 2018. All of the Alive at Five concerts will be held at Jennings Landing at the Corning Preserve, or at the Corning Preserve Boat Launch in cases of inclement weather. Vendors must be available for all the dates selected to be considered.

On behalf of the City of Albany Office of Cultural Affairs, we look forward to receiving your application for 2018 Alive at Five. If you have any questions regarding the application process, please contact me at **(518) 434-5416** or [tversocki@albanyny.gov](mailto:tversocki@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 VENDOR INFORMATION

June 7,14,21,28  
July 5,12,19,26  
August 2  
Jennings Landing Albany, NY

## GUIDELINES

- Food vendors who create high quality food and drink that are 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.
- Alive at Five is rain or shine: no refunds will be given due to inclement weather; rain location will be utilized if needed.

## SELECTION

- Applications will be judged on specific application criteria and the overall integrity of the event.
- Acceptance into previous events does not guarantee acceptance into the 2018 series.
- Selection notifications will be sent out no later than May 4, 2018.
- Failure to provide all required information will be deemed an incomplete application, resulting in rejection.

## TIMELINE

<b>April 27</b>	Deadline for postmarked application	<b>June 7- Aug 2</b>	Load in 12:00pm – 4:00pm
<b>May 4</b>	Acceptance and rejections mailed		Event 4:30pm - 8:00pm
<b>May 18</b>	Information packets mailed		

## FEES

- Options:
  1. **\$2100 entire 8 week series** (June 7, 14, 21, 28, July 12, 19, 26 Aug 2)
  2. **\$1200 first 4 weeks\*** (June 7, 14, 21, 28)
  3. **\$1200 second 4 weeks\*** (July 12, 19, 26 Aug 2)  
*\*Limited space available onsite per week, priority given to 8 week vendors.*
- All vendor fees must be included with the submission of your application. Rejected applicants will receive returned check or money order for booth space after May 4, 2018.
- The City will not accept personal checks from any previous vendor who has had a check returned for insufficient funds.

## BOOTH

- Booth space: **20' 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: Two (2) representative of the food you plan to sell. One (1) booth setup. One (1) menu.
- All photos submitted in working JPEG format via CD, USB drive or email, **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 series.
- 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 requirements 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 Alive at Five Food Vendor Application

Application submission deadline Friday April 27, 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, menu items, booth display

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

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

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

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

**FEES:** One (1) check or money orders made payable to "THE CITY OF ALBANY" must be submitted with application.

**CHOOSE 1:**  \$2100- All 8 week  \$1200 – 4 week (June 7, 14, 21, 28)  \$1200 –4 week (July 12, 19, 26, Aug 2)

**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	

MAIL COMPLETED APPLICATIONS BY April 27, 2018 TO:

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

# 2018 City of Albany Alive at Five 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. Vendors 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. 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. A Vendor 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 event.
  - b. Nothing may be sold or distributed free without prior consent of the City of Albany.
4. General Rules for Vendors:
  - a. Vendors must provide their own water, electric, tables and chairs.
  - b. Vendors must make their own arrangements for transport of their products, equipment, etc. to and from their exhibit spaces; event personnel are not available to assist, and the event cannot provide storage space for product, equipment, literature, etc. for Vendors.
  - c. Vendors must take full responsibility for set-up and other display materials; Alive at Five personnel will establish set-up and takedown times.
  - d. Vendors must have personnel present and in their booths at all times during the official operating hours of the event: 1:00pm to 6:00pm
  - e. Vendors may not open or close earlier or later than the official operating hours, without express permission of the City of Albany.
  - f. Vendors must keep all displays, merchandise, etc. within the confines of the tent or space itself.
  - g. Vendors must keep boxes and cartons out of sight.
  - h. Vendors must maintain a neat and clean area, and provide refuse bags to condense and secure all waste produced by the booth.
  - i. Vendors may not hawk, peddle, sell, or advertise outside the assigned area.
  - j. Vendors may not distribute literature or other items to passers-by while standing outside of the assigned area.
  - k. Vendors may not have music or conduct activities that may be disruptive to neighboring Vendors, passers-by, or Alive at Five personnel; City of Albany/Alive at Five personnel reserve the right to make such determinations.
  - l. Vendors must return the areas to their pre-event condition (if repair and cleaning costs are incurred and City of Albany/Alive at Five personnel determines Vendor is responsible, the Vendor will be billed for the cost of the repair.) Also the Vendor 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. Vendors must comply with the event'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 event.
  - o. City of Albany may, for publicity purposes, use any photographs and information received or obtained.
  - p. Vendors must operate their business in a professional manner. At the discretion of the City of Albany, any Vendors, or any agents or employees of the Vendor who do not conduct themselves in a professional manner and according to the policies contained herein may be removed from the event. Event coordinators reserve the right to remove any objectionable merchandise from any booth. No merchandise shall be displayed or sold with the name "Alive at Five" in any form.
  - q. Vendors 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. We suggest anyone using a generator to either have a backup 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 event.)
  - r. If requested, vendors shall provide receipts of merchandise. Refunds will also be given if the purchaser is unsatisfied with quality.
  - s. Vendors 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. Vendors that are using deep fryers shall at all times have a 6-liter, K-type fire extinguisher within the permitted exhibition space. Vendors 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. Vendor 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. Vendors 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. Vendors 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. Vendors are responsible for obtaining and displaying event permits as required, and operating within any local, state, or federal guidelines or laws.
6. Vendor is solely liable for equipment (installation, operation, and tear down), and any other personal property at the event. Vendor 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 Vendor. It is specifically agreed that the City of Albany, Alive at Five and Alive at Five personnel shall be held harmless for any claim of theft, vandalism, casualty, or loss.
7. The Vendor shall defend, indemnify, and save harmless the City of Albany, Alive at Five, the Alive at Five personnel, 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 Vendor and/or the Vendor's employees or agents, to the extent of the responsibility of the Vendor and/or the Vendor'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 April 21, 2018.
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 result in immediate termination of contract and removal from event without a refund of vending fee. Moreover, no products shall be sold in glass containers.
10. Vendor 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  
ALIVE AT FIVE  
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
- ✓ One (1) check or money orders 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 APRIL 27, 2018**

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