



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 Craft Row at the Tulip Festival which features original, handcrafted and expertly executed products. 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



# CRAFT ROW

## VENDOR INFORMATION

May 12-13, 2018  
Washington Park Albany, NY

### GUIDELINES

- Craft Row is designed for vendors who create original, handcrafted, expertly executed within the confines of the following categories: **Apparel, Body Care, Ceramics, Decor, Jewelry, Packaged Food, Pet Product, Toy**
- Only products represented in the application and by the attached photos may be sold in booth space.
- Works from molds, kits including other commercial methods or mass produced resale items are not eligible to participate.
- Booths may not be shared; no representatives or stores representing artists or craftspeople may apply.
- 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.
- 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		

\* Vendors required to operate for the entire duration of the festival.

### FEES

- **\$10** Application Fee (non-refundable)
- **\$315** 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: **15' 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**, 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.
- Packaged Food & Body Care applicants will need to provide proof of Liability insurance, minimum limit of one million dollars.
- Vendor is required to collect and pay NY State Sales tax. A current New York State Tax ID number must be provided on your 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
Craft Row
Vendor Application

Application submission deadline Friday March 2, 2018

Fill out completely and please print or type

NAME: (Last) (First)

BUSINESS NAME:

CRAFT CATEGORY (circle): APPAREL BODY CARE CERAMIC DÉCOR JEWELRY PACKAGED FOOD PET PRODUCT TOY
OTHER:

ADDRESS:

CITY: State: Zip:

PHONE (home): (cell):

EMAIL: WEBSITE (not required):

NEW YORK STATE TAX ID:

DESCRIPTION OF ATTACHED PHOTOS

Including pricing, materials used, techniques, 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.
\$315.00 Booth Fee (returned if not accepted)
\$10.00 Application Fee (non-refundable)

If you are selling or sampling any type of food or body care product you must include:

- 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.
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 must be securely weighted down by minimum 40lbs. per leg. 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 expressed 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 may not have music or conduct activities that may be disruptive to neighboring exhibitors, passers-by, or Albany 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. 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 only sell his or her own original handcrafted work. 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, 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 shall obtain proper 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 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
- ✓ Policies and Procedures read and signed
- ✓ Photos including 1 clear photo of booth display attached to application
- ✓ Two (2) checks or money orders (\$315, \$10) made payable to "The City of Albany"
- ✓ Proof of Commercial General Liability insurance if vending Packaged Food or Body Care

**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