



CITY OF ALBANY, NY  
OFFICE OF SPECIAL EVENTS &  
CULTURAL AFFAIRS  
CITY HALL  
ROOM 402, 24 EAGLE STREET  
ALBANY, NEW YORK 12207  
(518) 434-2032  
WWW.ALBANYEVENTS.ORG

KATHY M. SHEEHAN  
MAYOR

RENEE OVERDYKE  
DIRECTOR

August 9, 2016

Dear Public Information Applicant:

The Albany Jazz Festival plans are under way! This year's festival date is Saturday, September 10, 2016. The City of Albany is accepting applications from community groups and non-profits for public information booths at the event. Public Information booths are included to educate citizens about different non-profit organizations and provide information to the public about community based events and services. Fundraising is limited to the sale of raffle or community event tickets to support the mission of the organization.

Prospective public information vendors must complete an application and return it with payment to the Special Events Office in order to be considered for participation. Vendor spaces are limited. Applications will be examined and evaluated by a committee to determine whether each vendor meets the requirements of this application based on the following criteria:

- Date of application
- Completeness of application
- Organization's mission statement
- Scope of services and/or mission statement

Enclosed, please find an application packet for the Albany Jazz Festival 2016. The information sheets explain the application process each group must follow. Please use the application sheet provided and be sure to understand the policies and procedures before signing.

**Completed application: application form, Policies and Procedures, Non-For-Profit Certificate – 501(c)3 and vendor fee.**

**Application must be received by August 29, 2016 for consideration for this year's festival.**

On behalf of the City of Albany Office of Special Events & Cultural Affairs, we look forward to receiving your application for the Albany Jazz Festival 2016. If you have any questions regarding the application process, please contact me at (518) 434-5416 or [mkimble@albanyny.gov](mailto:mkimble@albanyny.gov).

Sincerely,

*Monique M. Kimble*

Monique Kimble  
Logistics Coordinator  
City of Albany Office of Special Events & Cultural Affairs

**NON-PROFIT BOOTH PERMIT APPLICATION**  
**2016 Albany Jazz Festival**  
**September 10, 2016**  
**1:00pm to 9:00pm**  
**Washington Park**

**General Information:** The 2016 Albany Jazz Festival will be held on Saturday September 10, 2016 from 1:00pm to 9:00pm. This is an outdoor festival. There is no rain date and there will be no refunds.

**Application Deadline:** *Application deadline for public information booth is August 29, 2016.*

\*\*\* *Remember, we can only accept a limited amount of applications.* \*\*\*

**Standards:** Non-profit organizations only. Please send copy of non-profit certificate. Food sales are prohibited.

**Booth Space:** Booth spaces are 10' long by 10' deep. Cost for booth space with information is \$50 for the event.

**Additional Information:** Complete instructions will be sent with your acceptance notifications.

**Fees:** The Booth Fee for inclusion of information only is \$50.

General admission to the festival is free.

**Check List:**

1. Include check or money order. Make check or money order payable to City of Albany.
2. Send copy of non-profit certificate. We do NOT keep this information on file from year to year.
3. Fill out application form completely. Incomplete forms will be immediately dismissed.
4. The Policies and Procedures must be signed and returned to us.
5. Names and signatures of persons responsible for onsite supervision of booth for each day of the event must be included on the Policies and Procedures.

**NON-PROFIT INFORMATION BOOTH PERMIT APPLICATION**

**2015 Albany Jazz Festival**

**September 10, 2016**

**1:00pm to 9:00pm**

**Washington Park**

**Application Deadline August 29, 2016**

**Fill out completely and please print neatly or type:**

Name: \_\_\_\_\_

First

Last

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:(Work) \_\_\_\_\_ (Home) \_\_\_\_\_

Non-Profit Organization Mission: \_\_\_\_\_

Email: \_\_\_\_\_

Booth Fee (please check category):

\_\_\_\_\_ \$50 for the event (Information only)

Please send to: Attn: Jazz Festival Vendor Committee  
City of Albany Office of Special Events & Cultural Affairs  
City Hall, Room 402, 24 Eagle St.  
Albany, NY 12207

**Did you include:**

- \_\_\_ Booth Fee
- \_\_\_ Non – Profit Cert. (501C3)
- \_\_\_ Complete Application
- \_\_\_ Signed Policies and Procedures

# *Albany Jazz 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. 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. 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 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; 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: 1pm to 8:30pm.
  - e. Exhibitors may not open or close earlier or later than the official operating hours, without express permission of 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, 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 City of Albany personnel; 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 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 event.
  - o. City of Albany 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 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 "Jazz Festival" 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. The City of Albany suggests anyone using a generator to either have a backup that runs more quietly or to have their current one serviced. The City of Albany has the right to make anyone not conforming to this or any policies or procedures shut down for the remainder of the event.)**
  - 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. 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. 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 teardown), 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, the City of Albany Jazz Festival, and City of Albany Jazz 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, City of Albany Jazz 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, Exhibitor's and/or Exhibitor's employees or agents' use and occupation of the premises permitted herein.
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 **August 22, 2016**.
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.

**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 \_\_\_\_\_

Vendor Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

# ***VENDOR PERMIT APPLICATION CHECKLIST***

## **Did you remember to:**

- 1. Fill out and submit application form completely. Incomplete forms and those lacking Sales Tax I.D. number will be immediately rejected.**
- 2. Read, sign, and submit the Policies and Procedures.**
- 3. Enclose proof of Commercial General Liability insurance, workers compensation (C105.2) and disability (DB-120.1) or a Certificate of Attestation of Exemption (CE-200).**
- 4. Enclose a diagram or photo of the booth and any signs/menus to be used.**
- 5. Enclose check or money order for permit fee.**

**NOTE: Applications must include all items above to be considered**