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OFFICE OF SPECIAL EVENTS &
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2015 Tulip Festival Fine Arts Show Application

The 67th Annual Tulip Festival will be held outdoors on Saturday, May 9 and Sunday, May 10 in Washington Park, Albany, NY. Hours of operation for the two days are 11am – 6pm. This two-day event gives patrons the rare and special opportunity to meet with and purchase art from exhibiting artists.

The Tulip Festival Committee will accept a limited number of **original** mixed media for the Fine Arts Show: *watercolor, acrylic, pastel, oil, photography, digital photography, sculpture and etching*. **No crafts or functional works will be accepted**; there is a separate Craft Show application. *Crafts include jewelry, clothing, apparel, pottery, garden ware, floral design, etc.* Careful consideration will be made for City of Albany businesses. However, all vendors will ultimately be determined and selected based on specific application criteria and the overall integrity of the event.

Enclosed please find an application packet for the Tulip Festival Fine Arts Show. **Please review carefully as information may change from year to year.** The information sheet explains the application process each applicant must follow. Please use the application sheet provided and be sure to understand the terms and conditions of participation before signing. **(Failure to provide all the information required may result in immediate rejection.)** In order for you to plan your 2015 festival calendar, we anticipate the application/notification process to proceed quickly, therefore allowing participants, if not selected, to make other arrangements for this weekend.

The selection committee will **view digital images only** of the artist's work. **Digital photos must be representative of the work you plan to show and sell.** *Any significant deviations exhibited during the show may be subject to removal or dismissal without refund by the committee.* The jury will make selections based on originality, creativity and technical skill, as well as the available space in Washington Park. Participation in any previous Tulip Festival event does not guarantee acceptance. The Tulip Festival Committee reserves the right to select work suitable for a family-oriented event.

The deadline for submitting the application is February 17, 2015. Notification of acceptance or rejection will be mailed out on March 16, 2015. Applicants accepted for the show will receive additional information at that time. Acceptance information will not be given over the phone prior to written notifications.

We look forward to receiving your application. If you have any questions or concerns regarding the application process, please contact me at (518) 434-5416, mkimble@albanyny.gov or fax to (518) 426-0759.

Sincerely,

Monique M. Kimble

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

The 67th Annual Albany Tulip Festival
General Information
Washington Park, Albany, NY
Tulip Festival Fine Arts Show - May 9 & 10, 2015

GENERAL INFORMATION: The 67th Annual Albany Tulip Festival will be held **May 9 & 10, 2015** outdoors in Washington Park between 11:00am - 6:00pm. Artist must be present for both show dates. **There is no rain date and there will be no refunds.**

APPLICATION DEADLINE: Deadline is **February 17, 2015.**

FEES: We require that all fees accompany your application.

- **Two (2) separate checks made payable to The City of Albany:**
 - **one for \$10.00 (jury fee)**
 - **one for \$85.00 (booth fee)**
- Your booth check will either be deposited upon your acceptance to the show or returned upon your rejection.
- The City will not accept personal checks from any past vendor who has had a check returned for insufficient funds. Payment from these vendors must be made via certified check or money order.

STANDARDS:

- All works must be gallery-quality art that is **original, designed, and executed** by the artist applying.
- No representatives, stand-in or proxy exhibitors, or stores representing artist(s) may apply.
- **No manufactured products, imports, or art and craft supplies may be displayed or sold at this show.**
- Entertainment-based art, i.e. caricatures, on-the-spot photo booths, etc. will not qualify for the Fine Arts Show.
- **NO CRAFT ITEMS WILL BE ACCEPTED IN THE FINE ARTS SHOW.** *Craft items include jewelry, toys, clothing, apparel, pottery, garden ware, floral design, etc.* There is a *separate craft show* at the Tulip Festival that you must apply for. Contact Monique Kimble at (518) 434-5416 or mkimble@albanyny.gov for a Craft Show application. Craft Show applications are also available online at www.albanyevents.org.
- **NO FUNCTIONAL WORKS/ART ALLOWED.** This includes works (on or as wearables, jewelry, furniture, fountains, boxes, lamps, etc.) that have a useful nature. Apply for Craft Show separately.
- Reproductions of original work (such as note cards) will be considered acceptable to display and sell **in addition to original artwork**, and must be of high quality. Please indicate such reproduced items in your application.

DIGITAL PHOTOS:

- **Digital photos must be representative of the work you plan to show and sell.** *Any significant deviations exhibited during the show may be subject to removal or dismissal without refund by the committee.* This includes the sale of any prohibited craft items at the Fine Arts Show.
- The photos will be used in the jury process to ensure the highest quality show possible. The selection committee will **view digital images only** of the artist's work. The CDs will be returned after being juried along with notice of acceptance or rejection.
- Do not include any additional materials; they will not be taken into consideration during the jury process.
- **Each applicant must submit 5 digital photos of their work on CD. All images must be in JPG format at a resolution of 300 dpi, at a size of 1600 pixels at the longest or widest dimension. Slides, DVDs or other formats will not be accepted.** A photo of your booth display is optional.

BOOTH SPACE: 10' long by 10' deep by 10' high. You must design your display within these guidelines. Booths may not be shared among more than one artist or business. Artist must be present at both show dates. No artist representatives allowed.

SELECTION PROCEDURE: Screening of applications will be conducted by a jury of experts based on submitted photos. The jury will make selections based on originality, creativity and technical skill, as well as available space in Washington Park.

ACCEPTANCE: Notification regarding participation will be mailed on Monday, March 16, 2015. Applicants accepted for the show will receive additional information at that time, including load-in procedures. Acceptance information will not be given over the phone prior to written notifications. Participation in any previous Tulip Festival event does not guarantee acceptance into the 2015 Fine Arts Show or future shows.

*****CHECKLIST BEFORE SENDING IN YOUR APPLICATION*****

- Filled out application form completely. Incomplete forms and those lacking Sales Tax ID numbers (or Social Security numbers in lieu of a Sales Tax ID) will be immediately dismissed.
- Signed Application AND Policies and Procedures. (Pages 3-6)
- Five (5) digital photos and description (required of all participants) on CD. All photos must be in JPG format, at a resolution of 300 dpi and a size of 1600 pixels at the longest or widest dimension.
- Two (2) separate checks made payable to The City of Albany: one for \$85.00 (booth fee) and one for \$10.00 (jury fee).

The 67th Annual Albany Tulip Festival
 Fine Arts Show Application, Part 1 of 2
 Washington Park, Albany, NY
 Tulip Festival Fine Arts Show - May 9 & 10, 2015

APPLICATION DEADLINE: February 17, 2015

Last		First	Middle Initial	
Business Name			Artist's Website (if applicable)	
Address		City	State	Zip Code
Phone (Work)		Phone (Home)	Phone (Cell)	
E-mail		N.Y.S. Sales Tax Number (or Social Security Number)		

Did you exhibit at the Fine Arts Show last year? Yes ___ No ___ Participation in any previous Tulip Festival event does not guarantee acceptance into the 2015 Fine Arts Show or future shows.

Exhibitors requesting a previous year's space or other request, please note here: _____

NOTE: A booth number will be assigned to each artist upon acceptance. Artists requesting a previous year's space will be accommodated on a first-come, first-served basis, but will be subject to availability and potential circumstances beyond the organizer's control.

The City of Albany is providing free parking for artists. **Only one vehicle per vendor (plus one trailer if applicable) will be allowed. If you have additional vehicles, you must park at any available spot outside of the park.** Please provide us with the following information:

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

FEE: Two (2) separate checks made payable to The City of Albany: one for \$10.00 (jury fee) one for \$85.00 (booth fee)

We require that all fees accompany your application. **Failure to provide all the information required may result in immediate rejection.** There is no rain date and there will be no refunds. Artist must be present for both show dates.

All artists must be at least 18 years of age. The terms and conditions of my participation include adherence to the contract attached to this application. My signature affixed hereto is confirmation that I have read this contract and will abide by its terms.

Signature of Exhibitor: _____ Date _____

Exhibitor Name (please print) _____

Send application to: **Attn: Tulip Festival Vendor Committee
 City of Albany Office of Special Events & Cultural Affairs
 City Hall, Room 402, 24 Eagle St.
 Albany, NY 12207**

Fill out application form **completely**. Incomplete forms and those lacking Sales Tax ID numbers (or Social Security numbers in lieu of a Sales Tax ID) will be immediately dismissed. **Both application and the Policies and Procedures, which are also attached, must be signed.** If you want confirmation that we received your application, include a self-addressed, stamped postcard or send mail certified with a return receipt.

**The 67th Annual Albany Tulip Festival
 Fine Arts Show Application, Part 2 of 2
 Washington Park, Albany, NY
 Fine Arts Show Application
 Tulip Festival Fine Arts Show - May 9 & 10, 2015**

PHOTOS: Digital photos must be representative of the work you plan to show and sell. Any significant deviations exhibited or sold during the show may be subject to removal or dismissal without refund by the committee. This includes the display and sale of any *prohibited craft items* or *functional art/works* in the Fine Arts Show. There is a separate Craft Show should you wish to apply. Items displayed for sale must be consistent with the accepted juried images.

High resolution digital photographs must be submitted on CD. Your CD will be returned with notification of acceptance/rejection. No DVDs or physical slides/prints will be accepted. **Images must be in JPG format at a resolution of 300 dpi. Images must be sized at 1600 pixels at the longest or widest dimension.** A photo of your booth display is optional. Please submit individual images of your work only; do not submit a group or collection of works.

To simplify the jury procedure as much as possible, please name each file on your disc with your name, followed by the number corresponding with the image number below (ie: JohnSmith1.jpg). Entries that do not meet these guidelines will be returned. For each file submitted, list below the title of piece, medium, dimensions, year of completion, and price points. Indicate any reproductions including the display or sale of note cards, posters, etc.

CHECK MEDIUM. If your work does not fit into the below categories, please contact us before submitting your application.

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Acrylic | <input type="checkbox"/> Pen & Ink Drawings | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Color Pencil | <input type="checkbox"/> Photography | <input type="checkbox"/> Watercolor |
| <input type="checkbox"/> Etching | <input type="checkbox"/> Digital Photography | <input type="checkbox"/> Mixed Media (list): _____ |
| <input type="checkbox"/> Pastel | <input type="checkbox"/> Oil | <input type="checkbox"/> Other: _____ |

Please give us a BRIEF description of your creative process, techniques, and materials: _____

PHOTO DESCRIPTIONS: List the title of piece, medium, dimensions, year of completion, and price points. Use a separate sheet if necessary.

Image 1. _____
 _____ YR _____ \$ _____

Image 2. _____
 _____ YR _____ \$ _____

Image 3. _____
 _____ YR _____ \$ _____

Image 4. _____
 _____ YR _____ \$ _____

Image 5. _____
 _____ YR _____ \$ _____

Booth Display Photo (Optional) _____

**The 67th Annual Albany Tulip Festival
Policies & Procedures
Washington Park, Albany, NY
Tulip Festival Fine Arts Show - May 9 & 10, 2015**

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 Albany Tulip Festival Committee to rent the booth or tent space.
2. City of Albany/Albany Tulip Festival Committee 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/Albany Tulip Festival Committee 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 Albany Tulip Festival Committee prior to the start of the festival.
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; Albany Tulip Festival Committee 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 Albany Tulip Festival Committee.
 - 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 Committee personnel; City of Albany/Albany Tulip Festival Committee 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/Albany Tulip Festival Committee 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 (cars, trucks, trailers, etc.) of any type may be driven on the grass or sidewalks or parked on or near exhibitor's assigned location between 10:00am and 7:00pm during the 2 days of the festival.
 - o. City of Albany/Albany Tulip Festival Committee 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 Albany Tulip Festival Committee, any Exhibitors, or any agents or employees of the Exhibitor, 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 Albany Tulip Festival Committee. (THIS WILL BE STRICTLY ENFORCED DUE TO CONTINUAL COMPLAINTS. THE COMMITTEE SUGGESTS ANYONE USING A GENERATOR TO EITHER HAVE A BACKUP (on site) THAT RUNS MORE QUIETLY OR TO HAVE THEIR CURRENT ONE SERVICED. The committee 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 if requested. 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 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, the Albany Tulip Festival and the Albany Tulip Festival Committee 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, the Albany Tulip Festival, the Albany Tulip Festival Committee, 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 _____