



January 3, 2020

Dear Prospective Vendor,

The 6th annual Dad Fest is returning to Washington Park this year on Saturday June 20, 2020. Dad Fest is a day full of great live music, delicious food, tasty beverages, and a wide variety of retail in celebration of all the fantastic fathers out there.

The City of Albany is looking to accept applications for a limited number of vendors to fill the event with a variety of quality craft, art, and retail vendors for the public to enjoy. Please use the application sheet provided and be sure to understand the policies and procedures of vendor participation. **Deadline for all applications to be postmarked is Friday April 24, 2020.**

The event will be held in Washington Park or in case of inclement weather; a rain date has been set for Sunday June 21st, 2020 in Washington Park. If there is rain on the set rain date, Dad Fest will be held at the Corning Preserve Boat Launch. Vendors must be available for the entire length of the event and both days to be considered.

On behalf of the City of Albany Office of Cultural Affairs, we look forward to receiving your application for 2020 Dad Fest. If you have any questions regarding the application process, please contact me at 518. 434.5416 or vendors@albanyny.gov .

Sincerely,

A handwritten signature in black ink, appearing to read "Tyleigh Versocki".

Tyleigh Versocki
Program Aide
City of Albany Office of Cultural Affairs





RETAIL

VENDOR INFORMATION

June 20, 2020
Washington Park Albany, NY

GUIDELINES

- Vendors who sell expertly executed craft, art or retail products.
- Only products represented in the application and by the attached photos may be sold in booth space.
- Booths may not be shared.
- **Dad Fest will have a rain date on June 21st, 2020 in case of inclement weather. Vendors must be available for both dates.**
- No refunds will be given due to inclement weather.
- All vendors must stay for the duration of the event.
- All vendors are allowed to have **ONE** parking permit.

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 2020 series.
- Selection notifications will be sent out on **Wednesday May 1st, 2020.**
- Failure to provide all required information will be deemed an incomplete application, resulting in rejection.

TIMELINE

April 24	Deadline for postmarked application	June 20	Load in 9:00am – 12:00pm Dad Fest open 12:00pm-6:00pm*
May 1	Acceptance and rejections mailed		
May 22	Information packets mailed	June 21	*Rain Date*

FEES

- **\$50** per 10'x10' 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 **on May 1st, 2020.**
- The City will not accept personal checks from any previous vendor who has had a check returned for insufficient funds

BOOTH

- Booth space: **10' wide by 10' deep.** All displays and products must remain within the confines of the space provided.
- Vendor to provide their 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, a packet containing load-in procedures, parking information and other necessary information for the event will be provided.
- 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.
- The City of Albany maintains the right to close any exhibit not in compliance with the provided Policies and Procedures.
- **Failure to adhere to these requirements or to submit all necessary information required will result in immediate rejection.**



**2020 Albany Dad Fest
Retail
Vendor Application**
Application submission deadline Friday April 24, 2020
Fill out completely and please print or type



NAME: _____
(First) (Last)

BUSINESS NAME: _____

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

ADDRESS: _____

CITY: _____ State: _____ Zip: _____

PHONE (cell): _____

EMAIL: _____

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: One (1) checks or money orders made payable to "THE CITY OF ALBANY" must be submitted with application.
\$50.00 Booth Fee (returned if not accepted)

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

MAIL COMPLETED APPLICATIONS BY Friday, April 24, 2020 TO:
DAD FEST COORDINATOR
CITY OF ALBANY OFFICE OF CULTURAL AFFAIRS
24 EAGLE STREET, ROOM 402
ALBANY, NY 12207

2020 City of Albany Dad Fest 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; Dad Fest 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 Dad Fest personnel; City of Albany/Dad Fest 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/Dad Fest 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 "Dad Fest" in any form.
 - r. 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.)
 - s. If requested, vendors shall provide receipts of merchandise. Refunds will also be given if the purchaser is unsatisfied with quality.
 - 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, Dad Fest and Dad Fest 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, Dad Fest, the Dad Fest 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.

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.
8. 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.
9. Refunds:
 - a. If accepted into the festival; no refunds.

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** _____



2020 CITY OF ALBANY DAD FEST

VENDOR APPLICATION CHECK LIST:

- Application filled out completely with all required information

- Signed Policies and Procedures

- Photos including (1) clear photo of booth display attached to application

- One (1) checks or money orders (\$50) 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 APRIL 24, 2020

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