



City of Albany, NY
SECA | Office of Special Events & Cultural Affairs
City Hall
24 Eagle Street, 4th Floor
Albany, New York 12207
(518) 434-2032
WWW.ALBANYEVENTS.ORG

KATHY M. SHEEHAN
MAYOR

March 1, 2016

Dear Tulip Festival Applicant,

The highly anticipated 68th Annual Albany Tulip Festival will return to Washington Park this Mother's Day Weekend, May 7 & 8. This free outdoor public festival has become a City of Albany centerpiece event, drawing around 80,000 attendees of all ages and demographics throughout the weekend. The Tulip Festival features a variety of over 100,000 tulips, as well as first-rate entertainment on multiple stages and high quality food, craft, and art vendors.

We are working to make the 2016 Albany Tulip Festival bigger and better. We are currently accepting Public Information booth applications from non-profit organizations. The City of Albany will accept a limited number of applicants on a first come, first served basis. Enclosed, please find an application packet. The information sheet explains 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 8.

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

Sincerely,

Monique M. Kimble

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

**2016 City of Albany Tulip Festival
Washington Park
May 7 & 8**

GENERAL INFORMATION:

The 2016 Albany Tulip Festival will be held **May 7 & 8, 2016** in Washington Park between 11:00am - 6:00pm. All vendors selected must be prepared to remain at their booth for the whole duration of the festival. Load in will take place Friday, May 6 and Saturday, May 7. **There is no rain date and there will be no refunds.**

SELECTION PROCEDURE AND APPLICATION DEADLINE:

Acceptance is on a first come, first serve basis based on dated receipt of a completed application. Application deadline is **April 8, 2016.**

STANDARDS:

Non-profit organizations only with the focus to educate citizens about different non-profit organizations in the area.

MERCHANDISE DESCRIPTION:

Non-profit organizations are permitted to distribute informational materials and items specifically pertaining to their organization only. For an additional fee, organizations will be allowed to sell bumper stickers, buttons, raffle tickets, memberships and clothing items only. All applicants must describe all merchandise for sale. Please use spaces provided on the application or submit additional description page, if necessary. Food sales are prohibited.

FEES:

Check or money order made payable to **“City of Albany”**
The Booth Fee for inclusion of information only is **\$85 for the weekend.**
The Booth Fee for information and sale of merchandise is **\$95 for the weekend.**

BOOTH SPACE:

Booth spaces are 10' long by 10' deep.

CERTIFICATES/INSURANCE:

Applicants need to provide a copy of their Non-Profit Certification 501(c)3

ADDITIONAL INFORMATION:

Complete instructions will be sent with your acceptance notifications. The City of Albany will provide one (1) 8ft. table and two (2) chairs for each accepted applicant at their designated booth space. Any additional needs must be provided by organization.

The City of Albany reserves the right to reject any organization, and deny any information or sale items that do not fall within the guidelines set by the Policies and Procedures.

**2016 Albany Tulip Festival
Policies and Procedures
Non-Profit Information Booth**

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 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 (**one table and two chairs will be provided by the City of Albany for Public Information booths only**).
 - 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: 11am to 6pm daily.
 - e. Exhibitors may not open or close earlier or later than the official operating hours, without express permission of Tulip Festival personnel.
 - 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 Tulip Festival 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.) 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 days of the festival.
 - o. City of Albany may, for publicity purposes, use any photographs and information received or obtained.
 - p. Exhibitors must operate their business in a professional manner. At the discretion of the Tulip Festival personnel, any Exhibitors, any 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. It is suggested anyone using a generator to either have a backup that runs more quietly or to have their current one serviced. The event 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 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 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 must present provide copy of 501(c)3 certificate.
 - b. 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.
 - c. 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 are the sole responsibility of the Exhibitor. It is specifically agreed that the City of Albany, Albany Tulip Festival, and event personal 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 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. **Helium tanks of any size are prohibited on festival premises.**
9. 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:** _____

Saturday Supervisor: _____ **Cell Phone:** _____

Sunday Supervisor: _____ **Cell Phone:** _____

2016 City of Albany Tulip Festival Application Check List:

- Application filled out completely. Incomplete applications will be dismissed.
- Policies and Procedures, read and signed.
- Include copy of 501c(3) non-profit certificate. We do not keep this information on file from year to year
- Include check or money order payable to “City of Albany”
- Description of merchandise for sale (required for all participants selling items)

APPLICATION MUST BE RECEIVED BY APRIL 8, 2016

Attn: Tulip Festival Coordinator
City of Albany Office of Special Events & Cultural Affairs
City Hall, Room 402, 24 Eagle Street
Albany, NY 12207