

**July 2022**

Dear Prospective Vendor,

Albany Riverfront Jazz Festival returns for its 19<sup>th</sup> year on September 10<sup>th</sup>, 2022 to Jennings Landing from 12:00 p.m. to 8:00 p.m. Jazz Festival is a day full of live music, delicious food, tasty beverages, and a wide variety of retail vendors.

We are currently accepting Public Information booth applications from non-profit organizations. 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. **Deadline for all applications is Friday, August 19, 2022.**

The event will be held at the Albany's riverfront, or at the Corning Preserve Boat Launch in case of inclement weather.

On behalf of the City of Albany Office of Cultural Affairs, we look forward to receiving your application for 2022 Albany Riverfront Jazz Festival! If you have any questions regarding the application process, please contact The Office of Cultural Affairs at (518) 434-5416 or [vendor@albanyny.gov](mailto:vendor@albanyny.gov).

Best regards,

*Andre Cowan*  
Program Aide



# PUBLIC INFORMATION

## VENDOR INFORMATION

September 10, 2022  
Jennings Landing Albany, NY



### GUIDELINES

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- This area is designated for non-profit organizations only, with a focus to educate festival attendees about the different non-profit organizations in the area.
- 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.
- Jazz Fest is rain or shine: no refunds will be given due to inclement weather.

### SELECTION

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- The selection committee will consist of a jury chosen by the City of Albany Office of Cultural Affairs. All jury decisions are final.
- Acceptance into previous events does not guarantee acceptance into the 2022 Jazz Festival.
- Applications will be judged on specific application criteria and the overall integrity of the event.
- Selection notifications will be **sent out no later than August 19, 2022.**
- **Failure to provide all required information will be deemed an incomplete application, resulting in rejection.**

### TIMELINE

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<b>August 19</b>	Deadline for postmarked application	<b>September 10</b>	Load in 8:00 am – 10:00am
<b>August 22</b>	Acceptance and rejections mailed		Event 12:00pm-8:00pm
<b>August 22</b>	Information packets mailed		

### FEES

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- **\$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 after **August 19, 2022.**
- The City will not accept personal checks from any previous vendor who has had a check returned for insufficient funds.

### BOOTH

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- Booth space: **10' wide x 10' deep.** All displays must remain within the confines of the space provided.
- Public Information vendors will receive a table and chairs for their booth.
- Public Information vendors are to provide own electricity, water, tents, 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.*

### ADDITIONAL INFORMATION

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- If accepted, packet containing load-in procedures, parking information and other necessary information for the event.
- Applicants need to provide a copy of their Non-Profit Certification 501(c)3
- **Failure to adhere to specified requirements or to submit all necessary information will result in rejection.**
- The City of Albany maintains the right to close any exhibit not in compliance with the provided Policies and Procedures.



# 2022 Albany Jazz Festival Public Information Application

Application submission deadline Friday, August 19, 2022  
Fill out completely and please print or type

NAME: \_\_\_\_\_  
(Last) (First)

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PHONE (home): \_\_\_\_\_ (cell): \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE (not required): \_\_\_\_\_

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

### Description of Merchandise for Sale:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**FEE:** Check or money orders made payable to "THE CITY OF ALBANY" must be submitted with application.  
**\$50 for the event (Information Only)**

The City will not accept personal checks from any previous vendor who has had a check returned for insufficient funds.

**VEHICLE:** 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 & Color
Trailer Plate Number	State Plate Issued	

**MAIL COMPLETED APPLICATIONS BY Friday, August 19, 2022 TO:**  
JAZZ FESTIVAL VENDOR COORDINATOR  
CITY OF ALBANY OFFICE OF CULTURAL AFFAIRS  
24 EAGLE STREET, ROOM 402  
ALBANY, NY 12207

**2022 Albany Jazz 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.

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.

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.

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: 12:00pm to 8:00pm.
- 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.

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 19, 2022.
- 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.

11. Refunds:

If accepted into the festival; no refunds.

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 (please print)** \_\_\_\_\_ **Date:** \_\_\_\_\_



# 2022 CITY OF ALBANY JAZZ FESTIVAL PUBLIC INFORMATION APPLICATION CHECK LIST:

- Application filled out completely with all required information
- Policies and Procedures read, signed and attached
- Applicants need to provide a copy of their Non-Profit Certification 501(c)3
- Check or money orders (\$50) made payable to “The City of Albany”

**APPLICATION MUST BE RECEIVED BY FRIDAY, AUGUST 19, 2022**

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