

Dear Prospective Vendor,

Capital Region's official kick-off to spring, the Albany Tulip Festival returns in 2024 to celebrate its 76th anniversary. This free 2 day event is Albany's crown jewel, showcasing picturesque Washington Park and its 180,000 tulips at their peak. Featuring an array of vendors, specialty zones, live music, and entertainment, this cherished festival continues to draw 80,000+ attendees annually from locals to international travelers of all demographics.

The Office of Cultural Affairs is currently accepting applications from potential public information vendors (Non-Profit, Government, or Charitable organizations). Enclosed, you will find the application packet which contains an information sheet explaining the process as well as the policies and procedures for vendor participation. **The deadline for all applications to be postmarked is Friday, March 22nd, 2024**

On behalf of the City of Albany Office of Cultural Affairs, we look forward to receiving your application for the 2024 Tulip 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.

Sincerely,
Andre Cowan, Program Aide
The City of Albany Office of Cultural Affairs



PUBLIC INFORMATION ROW

May 11-12, 2024
Washington Park Albany, NY

GUIDELINES

- Public information Row is designated for non-profit, Government, or charitable organizations only, with a focus to educate festival attendees about the different non-profit organizations in the area.
- Non-profit, Government, or charitable organizations are permitted to distribute informational materials and items specifically pertaining to their organization only.
- 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 the spaces provided on the application or submit an additional description page, if necessary. Food sales are prohibited.
- Tulip Festival is rain or shine no refunds will be given due to inclement weather.

SELECTION

- The selection committee will consist of a jury chosen by the City of Albany Office of Cultural Affairs. All jury decisions are final
- Applications will be judged on specific application criteria and the overall integrity of the event
- Selection notifications will be sent out on **Friday, March 29th, 2024**
- Failure to provide all required information will be deemed an incomplete application, resulting in rejection

TIMELINE

March 22nd	Deadline for postmarked application	May 11th & May 12th	Load -in 6:00 am – 9:00 am
March 29th	Acceptance and rejections mailed	May 11th & May 12th	Tulip Festival open 11:00 am - 6:00 pm*
April 5th	Information packets mailed		<i>*Vendors are required to operate for the entire duration of the festival.</i>
May 10th	Load-in 1:00 pm – 6:00 pm		

FEES

- The Booth Fee for information and sale of merchandise is **\$100**
- All vendor fees or payment information must be included with the submission of your application. Rejected applicants will receive a returned check or money order for booth space after **March 22nd, 2024**
- 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 x 10' deep**. All displays must remain within the confines of the space provided
- Vendor are to provide 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*

ADDITIONAL INFORMATION

- If accepted, packet containing load-in procedures, parking information, and other necessary information for the weekend will be provided
- Applicants need to provide a copy of their Non-Profit Certification 501(c) 3 or an equivalent charitable form
- The City has a right to verify status of the vendor's Non-profit, Government, or charitable status.
- The City has a right to deny an organization if vendor's Non-profit, Government, or charitable status does not fit within the guidelines
- **Failure to adhere to specified requirements or to submit all necessary information required will result in immediate rejection**
- The City of Albany maintains the right to close any exhibit not in compliance with the provided Policies and Procedures



2024 Albany Tulip Festival
Public Information Row Application
 Application submission deadline Friday, March 22nd, 2024
 Fill out completely and please print or type



NAME: _____
 (First) (Last)

BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE (cell): _____

EMAIL: _____ **WEBSITE (not required):** _____

Non-Profit Organization Mission: _____

Description of Merchandise for Sale:

1. _____
2. _____
3. _____

FEES: A check or money order made payable to "THE CITY OF ALBANY" must be submitted with the application.

\$100 for the weekend (Information and Sale of Merchandise/ Memberships)

- 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	

Were you a Public Information at last year's Tulip Festival? Yes___ No___
 If requesting a previous year's space, please provide the space number here: _____

***Requested spaces will be taken into consideration; however The City of Albany reserves the right to place all vendors according to the needs of the event.**

MAIL COMPLETED APPLICATIONS BY MARCH 22nd, 2024 TO:
 CITY OF ALBANY OFFICE OF CULTURAL AFFAIRS
 24 EAGLE STREET, ROOM M 252
 ALBANY, NY 12207

2024 City of Albany Tulip Festival
Public Information 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. The City of Albany reserves the right to change the location, dates, and 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. 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 before 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
 - c. Helium tanks of any size are prohibited on festival premises
4. General Rules for Exhibitors:
 - a. Exhibitors must provide their water, electricity, tables, tents, and chairs. Tents must be securely weighted down by a minimum of 40 lbs. per leg. Tents cannot be staked into the ground
 - b. Exhibitors must make 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 products, equipment, literature, etc. for exhibitors
 - c. Exhibitors must take full responsibility for set-up and other display materials; the 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: 11 am to 6 pm 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; the City of Albany reserves the right to make such determination
 - l. Exhibitors must return the areas to their pre-festival condition (if repair and cleaning costs are incurred and the City of Albany determines the 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/parked on the grass or sidewalks or parked on or near the exhibitor's assigned location during the 2-day festival. If violated, the vehicle would be ticketed and towed
 - o. The City of Albany may, for publicity purposes, use any photographs and information received or obtained
 - p. Exhibitors must professionally operate their business. At the discretion of the Tulip Festival personnel, any Exhibitors, any agents, or employees of Exhibitors who do not conduct themselves professionally 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 " 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 either have a backup that runs more quietly or 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. Exhibitors 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 a fine and may face revocation of permit or termination of the contract for events
 - s. Exhibitors must stay for the full two days of the event
 - t. The City of Albany does not hold the grandfathered-in clause to any exhibitors
5. Permits/Certificates:
 - a. Exhibitors must provide a copy of a 501(c)3 certificate or an equivalent charitable form.
 - 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 tear down), and any other personal property at the festival. Exhibitor shall obtain proper 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, Tulip Festival, and event personnel shall be held harmless for any claim of theft, vandalism, casualty, or loss. Vendors must close tents and properly secure all equipment and other miscellaneous items by the close of event hours. Vendor assumes all risk for the care and safety of their equipment outside of event hours.
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 is prohibited on festival premises.
9. The 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.
10. Refunds:
 - a. If accepted into the festival; no refunds will be given at any time

Please return the signed Policies and Procedures agreement with the 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** _____

Tips for Safety and Protection

Events Details: The Tulip Festival is free to the public, two-day event held in the City of Albany's Washington Park. Although the park closes at dusk, please note that the park does remain open to the public during evening hours. To assist you in protecting your space on off-hours, The City of Albany provides a team of overnight patrolling security throughout Friday and Saturday evenings. In case an incident occurs, below are some tips and protocols for keeping your booth safe from theft and/or vandalism.

Booth Security Tips:

While our security team will be diligently monitoring the site, we recommend the following tips to enhance the security of your booth:

1. Secure Valuables:

Ensure that all valuable items are stored in lockable containers or cabinets at the end of each day. Consider bringing important documents and valuable items with you at the end of each festival day.

2. Cover Displays:

Covering your displays or products with a fitted cover or cloth can discourage unauthorized handling and protect your items from unexpected weather changes.



3. Secure Hazardous Material:

Ensure that hazardous items such as generators, propane, and fire extinguishers are secured within the booth space at all times.

4. Inventory Check:

Before leaving each night, conduct a quick inventory check and take photos to ensure all items are accounted for. This will help you quickly identify any missing item the next day in case of need for an insurance claim.

5. Contact information in Case of Incident:

Though entrance into the Festival is non-refundable, per #9 in the Policies and Procedures section of the application, please ensure to promptly notify Andre Cowan or a City of Albany Staff member of any incidents that occur.

Andre Cowan (518- 807-1862) Acowan@albanyny.gov

We appreciate your cooperation in adhering to these guidelines, and we are confident that together we can make this event a safe and successful experience for everyone involved.



2024 CITY OF ALBANY TULIP FESTIVAL VENDOR APPLICATION CHECKLIST:

- 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 or an equivalent charitable form
- Check or money order (\$100) made payable to “The City of Albany”

APPLICATION MUST BE RECEIVED BY FRIDAY, MARCH 22nd, 2024

SEND APPLICATIONS TO:
City of Albany Office of Cultural Affairs
24 Eagle Street, Room M 252
Albany, NY 12207



— OFFICE OF —
CULTURAL AFFAIRS
THE CITY OF ALBANY, NEW YORK

City of Albany Office of Cultural Affairs, City Hall, Albany, NY 12207
Ph: 518.434.5416 | www.albanyevents.org | vendor@albanyny.gov