



## **ALIVE AT FIVE PUBLIC INFORMATION APPLICATION**

June through July 2026 Thursdays 4:30 PM – 8:00 PM

### **Event Summary**

The 36<sup>th</sup> season of Alive at Five Summer Concert Series returns to Jennings Landing this summer, offering six weeks of free concerts featuring renowned, emerging, and local talent across diverse music genres—a summer highlight in the Capital Region.

We're now accepting applications for Public Information vendors offering resources, materials, or services aimed at educating or informing the public. Vendors can commit to either a full six (6)-week series or a half-series of three (3) weeks. **Please select the option that aligns best with your goals.**

Concert dates are June 4, 11, 18, 25, and July 9, 16 with a rain location at the Corning Preserve Boat Launch. Vendors must commit to at least 3 dates.

**Applications must be postmarked by April 24<sup>th</sup>, 2026.** The enclosed packet includes the application, guidelines, and policies. For questions, contact Andre Cowan at the Office of Cultural Affairs at 518-434-5416 or [vendors@albanyny.gov](mailto:vendors@albanyny.gov).

### **Application Guidelines**

1. **Rain or Shine Policy:** Alive at Five will take place rain or shine. No refunds will be issued due to inclement weather except in cases of force majeure. In case of rain, the event will move to the Corning Preserve Boat Launch. Vendors will be notified of changes 24 hours in advance.
1. **Prohibited Items and Vendors:** Glass bottles, Styrofoam containers, as well as the sale or sampling of alcohol products with an alcohol content over 5%, CBD/THC products, and political campaigns and materials are strictly prohibited. See pages 5 & 6 for more information.
2. **Non-Profit Certification:** Applicants must provide a copy of their 501(c) (3) Non-Profit Certification or an equivalent charitable documentation.
3. **Distribution of Materials:** Non-profit, government, and charitable organizations may distribute informational materials and items directly related to their organization only.
4. **Food Sales Restriction:** Food sales are not permitted.
5. **City Rights:** The City reserves the right to deny participation if an organization's non-profit, government, or charitable status does not align with festival guidelines.
6. **Compliance and Documentation:** Failure to meet the specified requirements or to submit all necessary information will result in immediate rejection.
7. **Booth Specifications:** Vendors will be provided with a designated 10'L x 10'W space. Due to limited space, any application over 10'L x 10'W is subject to rejection.
8. **Incomplete Applications:** Applications lacking the required information will be considered incomplete and subject to rejection. One (1) check is required with the completed application.



## 5 Alive at Five 2026 Public Information Vendor Application Form

Business Owner Name(s): \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Instagram Account (Please list username) \_\_\_\_\_

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

### Description of Merchandise:

*(Please provide comprehensive and accurate descriptions to avoid duplication of vendor offers.)*

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

☐ Media Release: By checking this box, you authorize the City of Albany Office of Cultural Affairs to use photos you submitted for promotional purposes.

Two vendor parking permits will be provided onsite at this event. Provide information for the vehicle/trailer permit.  
**(Please note that all vehicles must have to be off-site after load-in hours)**

Vehicle Plate Number \_\_\_\_\_

Trailer Plate Number \_\_\_\_\_

State Plate Issued \_\_\_\_\_

State Plate Issued \_\_\_\_\_

Make, Model & Color \_\_\_\_\_

Trailer Color \_\_\_\_\_

Were you a P.I. Vendor at last year's Alive at Five? Yes \_\_\_ No \_\_\_

**(Please Note: The City of Albany does not hold the Grandfather-In clause to any vendor)**



## 5 Alive at Five 2026 Public Information Vendor Fees:

*Select the Booth Size category you are applying for:*

| Category                                    | Booth Size                                                                                                         | Booth Fee                                                                                                                                                            |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Public Information | <input type="checkbox"/> 10'L x 10'W<br><br>-Selecting this option confirms booth dimension falls within the range | <input type="checkbox"/> \$300 Entire 6-week series<br><b>(June 4, 11, 18, 25, July 9, 16)</b><br><input type="checkbox"/> Multi-week (\$50 per week)<br>Date: _____ |

### **Payment Instructions:**

Checks should be payable to **"THE CITY OF ALBANY"** and submitted along with the application. **Money orders are not accepted.**

### **Registration Deadline:**

All completed applications must be postmarked on **Friday, April 24<sup>th</sup>, 2026**. The acceptance letter will be sent out on **Monday, May 4<sup>th</sup>, 2026**.



## **5 Alive at Five 2026 Licenses and Insurance**

1. Vendors are required to provide a certificate copy of their Non-Profit Certification 501(c) 3 or an equivalent charitable form.
2. Vendors are solely responsible for their equipment and property during the festival, including setup and breakdown, and must have insurance to cover losses from theft, vandalism, or other risks. Although security is provided at certain times, any loss or damage is the exhibitors' responsibility. The City of Albany, Alive at Five, and event staff are not liable for theft, vandalism, or damages. Exhibitors must secure their tents and equipment after event hours and assume full responsibility for them outside of those hours.
3. Vendors must abide by all current NYS Department Health safety guidelines.
4. Vendors are solely responsible for collecting and paying all New York State sales tax during the event and shall properly display their New York Sales Tax Certificate at their booth.
5. Vendor may apply to be a retail vendor if they make the items themselves, however, it does need to be original and not mass-produced.
6. Vendors agree to defend, indemnify, and hold harmless the City of Albany, including its employees and agents, from any claims, damages, losses, and expenses (including reasonable attorney's fees) resulting from any negligent or intentional actions or omissions by the vendor or their employees. This obligation applies to the extent that the vendor or their employees or agents are responsible for such claims, losses, and expenses.



## **5 Alive at Five 2026 Rules and Regulations**

1. Only one business or organization is allowed per booth. Sharing, subletting, or reassigning booth space is prohibited. Vendors may only distribute, display, or sell items from the business contracted with the City of Albany for the booth.
2. The City of Albany may change the event's location, dates, and hours, or cancel it entirely at any time without notice. However, reasonable efforts will be made to inform vendors of any changes or cancellations in advance.
3. Vendors must have personnel present and in their booth at all times during the official operating hours of the event: 4:00 pm to 8:00 pm.
4. By submitting this application, you hereby consent and acknowledge that the City of Albany reserves the right to prohibit the sale, sampling, distribution, and promotion of products or materials related to political campaigns, products or materials containing alcohol and all THC/CBD products at the City of Albany produced events (see [albanyevents.org](http://albanyevents.org) for a complete listing). Please note that confections containing alcohol, as defined by New York State Liquor Authority's Advisory #2019-1, with an alcohol content of no more than five percent (5%) by volume, are permitted to apply and will be subject to a standard vendor jury selection process. Applications received that involve the sale, sampling, distribution, and promotion of the aforementioned items, with the exception of confectionery containing an alcohol content of no more than five percent (5%) by volume, will be subject to immediate rejection. This policy is instituted to uphold public safety and to ensure a family-friendly environment for all City of Albany-produced event attendees and excludes the City of Albany-sanctioned alcohol sales, intended for consumption by event goers, in designated "Beer Zones".
5. Vendors are banned from using polystyrene foam (Styrofoam ) containers, cups, or bowls. A first offense results in a warning, and a second offense leads to contract termination and removal from the event without a refund.
6. Vendors must provide their own supplies: water, electricity, tables, chairs, tents, and tent weights.  
**(Please Note: Cars as an electrical source are prohibited)**
7. Vendors are prohibited from bringing any animals or pets to the event, except for service animals as defined by the American Disabilities Act (ADA).
8. Refunds: Once accepted into the festival, no refunds will be provided, except in cases of force majeure.
9. Vendors must stay within the boundaries of their assigned spaces, which are 30 feet long by 10 feet wide for Food vendors, 15 feet long by 10 feet wide for Retail vendors, and 10 feet long by 10 feet wide for both Public Information and Art vendors. The City of Albany will determine vendor placement.
10. Vendors may not hawk, peddle, sell, or advertise outside their assigned area.
11. Vehicles of any kind are prohibited on-site outside of load-in hours (1:00 pm – 3:00 pm) and are not permitted near the vendor's designated area during the event. Load-out begins after 8:30 pm on Thursdays.



## **5 Alive at Five 2026 Rules and Regulations (cont.)**

12. Vendors must make arrangements for transporting their products, equipment, etc. to and from their exhibit spaces; event personnel are not available to assist, and no storage space is provided for products, literature, etc. Driving is strictly prohibited after load-in hours.
13. Vendors are prohibited from playing music or activities that will be disruptive to neighboring vendors or event participants. A first offense results in a warning, and a second offense leads to contract termination and removal from the event without a refund.
14. Vendors must adhere to the City of Albany's tobacco-free park ordinance [38.52.14] and cannabis-related ordinances, including the provisions of the *Cannabis Law* (Chapter 7 of the Public Health Law) and the *Marijuana Regulation and Taxation Act (MRTA)*, both of which prohibit smoking and vaping of cannabis in all city parks. These ordinances have been in effect since January 1, 2015, for tobacco-related smoking and since March 2021 for cannabis-related smoking. Failure to comply with these regulations may result in fines, permit revocation, or contract termination. For this ordinance, 'smoking' is defined as the act of burning any lighted cigar, cigarette, pipe, or any other substance containing tobacco, or cannabis as defined under the *Cannabis Law* and the *Marijuana Regulation and Taxation Act* (which includes smoking of both adult-use cannabis and cannabinoid hemp, as defined in section three of the *Cannabis Law*).
15. The City of Albany does not hold the Grandfathered-In clause to any exhibitors.
16. Food vendors (excluding those using deep fryers) must always have a commercial-grade, ABC-type fire extinguisher (minimum 9 lbs.) in their designated space. Vendors using deep fryers must have a 6-liter K-type fire extinguisher on hand. The Albany Fire Department reserves the right to inspect both the extinguisher and the vendor's space. The City of Albany may close any exhibit that fails to comply with these requirements.
17. The City of Albany may, for publicity purposes, use any photographs or information received or obtained during the event.
18. Vendors are expected to arrive on time during designated load-in hours; a first offense results in a warning, and a second offense will lead to contract termination and removal from the event without a refund.
19. Vendors using an electric generator or other motor must soundproof the device to meet the City of Albany's standards. Due to frequent complaints, this policy will be strictly enforced. We recommend having a quieter backup generator or servicing your current one. The City of Albany reserves the right to shut down any exhibitor not adhering to this or other event policies.
20. Vendors must treat all Office of Cultural Affairs (OCA)/City of Albany (COA) staff, volunteers, fellow vendors, and festival guests with professionalism and respect. Abusive, threatening, harassing, or other inappropriate behavior by the vendor or the vendor's employees or agents will not be tolerated. OCA reserves the right to deny any application or immediately terminate any vendor contract without a refund based on a vendor's violation of this policy, including past violations. Submission of an application constitutes agreement to this policy and review standard.



## **5 Alive at Five Release & Indemnification**

I, the undersigned, understand that my participation in the 36<sup>th</sup> Alive at Five concert series is voluntary. By signing this release form, I acknowledge and agree to the following terms:

I am aware of and assume any risks associated with my participation in the event, including but not limited to, any potential injury, illness, loss, or damage to my person or property. I acknowledge that I am solely responsible for my safety and belongings during the event.

I hereby release, waive, and discharge the City of Albany, its employees, agents, volunteers, and affiliates from any claims, demands, or causes of action arising out of or related to any loss, damage, or injury that I may sustain as a result of my participation in the event, whether caused by negligence or otherwise.

I grant permission to the City of Albany to use my image, likeness, and/or voice recorded in any format (photographs, video, and audio) during the event for promotional purposes, including but not limited to marketing materials, social media, and website content, without any compensation.

I verify that all information I have provided about my business, and my products for sale is true and accurate.

I agree to indemnify and hold harmless the City of Albany from any liabilities or claims made by other individuals or entities as a result of my actions during the event.

I have read and fully understand this release form and its terms. By signing below, I confirm that I am voluntarily agreeing to the release and to abide by all applicable rules and regulations. If my application is accepted, this form will serve as a binding agreement, representing the terms of the permit. I understand that the City of Albany reserves the right to remove any vendor from participating in the event at any time, without refund, if they violate the rules and regulations or fail to follow reasonable instructions given by City of Albany event personnel.

By submitting this application, you hereby consent and acknowledge that the City of Albany reserves the right to prohibit the sale, sampling, distribution, and promotion of products or materials related to political campaigns, products or materials containing alcohol and all THC/CBD products at the City of Albany produced events (see [albanyevents.org](http://albanyevents.org) for a complete listing). Please note that confections containing alcohol, as defined by New York State Liquor Authority's Advisory #2019-1, with an alcohol content of no more than five percent (5%) by volume, are permitted to apply and will be subject to a standard vendor jury selection process. Applications received that involve the sale, sampling, distribution, and promotion of the aforementioned items, with the exception of confectionery containing an alcohol content of no more than five percent (5%) by volume, will be subject to immediate rejection. This policy is instituted to uphold public safety and to ensure a family-friendly environment for all City of Albany-produced event attendees and excludes the City of Albany-sanctioned alcohol sales, intended for consumption by event goers, in designated "Beer Zones".

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_



# 2026 CITY OF ALBANY ALIVE AT FIVE

## Public Information Vendor Application Checklist

- ☐ Application filled out completely with all required information
- ☐ Release and Indemnification read, signed, and attached
- ☐ Applicants need to provide a copy of their Non-Profit Certification 501(c) 3 or an equivalent charitable form
- ☐ One (1) check made payable to "The City of Albany." **Money orders are not accepted.**
- ☐ Return pages 2,3,7,and 8

**APPLICATION MUST BE POSTMARKED BY FRIDAY, APRIL 24<sup>th</sup>, 2026**

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

Contact Andre Cowan at 518-434-5416 or write [Acowan@albanyny.gov](mailto:Acowan@albanyny.gov) with any questions.