

Dear Prospective Vendor,

The Albany Riverfront Jazz Festival is a day where every beat, every riff, and every note paint the canvas of an experience, creating a masterpiece of Jazz. Returning for its 22<sup>nd</sup> year on Saturday, September 14<sup>th</sup>, 2024 at Jennings Landing from 12:00 p.m. to 8:00 p.m. Jazz Festival will showcase live performances, vendors, and culminate with a spectacular fireworks display to conclude the event.

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. **Applications must be received no later than Friday, August 9, 2024.**

The event will be held at Jennings Landing, 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 the 2024 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).

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





# PUBLIC INFORMATION

## VENDOR INFORMATION

September 14, 2024  
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.
- 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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- Acceptance into previous events does not guarantee acceptance into the 2024 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 16, 2024**.
- **Failure to provide all required information will be deemed an incomplete application, resulting in rejection.**

### TIMELINE

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<b>August 9<sup>th</sup></b>	Deadline for postmarked application	<b>September 14<sup>th</sup></b>	Load in 8:00 am – 10:00 am
<b>August 16<sup>th</sup></b>	Acceptance and rejections mailed	<b>September 14<sup>th</sup></b>	Event 12:00 pm - 8:00 pm
<b>August 16<sup>th</sup></b>	Information packets mailed	<i>* Vendors are required to operate for the entire duration of the festival.</i>	

### FEES

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- **\$50** per 10'x10' booth space (if accepted into the festival)
- 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 **August 16, 2024**.
- 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 are to provide own electricity, water, tents, tables, chairs, weights, and displays. The 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 of 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, a packet containing load-in procedures, parking information, and other necessary information for the event will be sent in the mail.
- 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.



**2024 Albany Riverfront Jazz Festival  
Public information Row  
Vendor Application**

*Application submission deadline Friday, August 9, 2024  
Fill it 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)**

**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 9, 2024 TO:**  
CITY OF ALBANY OFFICE OF CULTURAL AFFAIRS  
24 EAGLE STREET, ROOM M-252  
ALBANY, NY 12207

**2024 Albany Riverfront Jazz 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 and Mass produced items 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: 12 pm to 8 pm
  - e. Exhibitors may not open or close earlier or later than the official operating hours, without express permission of Jazz Fest 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, and also provide refuse bags to condense and secure all waste produced by the booth. Exhibitors may not hawk, peddle, sell, or advertise outside the assigned area
  - i. Exhibitors may not distribute literature or other items to passers-by while standing outside of the assigned area
  - j. Exhibitors may not have music or conduct activities that may be disruptive to neighboring exhibitors, passers-by, or Jazz Fest personnel; the City of Albany reserves the right to make such determination
  - k. 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)
  - l. Exhibitors must comply with the festival's parking regulations
  - m. No vehicles of any type may be driven on the grass or sidewalks or parked on or near the exhibitor's assigned location during the festival. If violated, the vehicle would be ticketed and towed
  - n. The City of Albany may, for publicity purposes, use any photographs and information received or obtained
  - o. Exhibitors must professionally operate their business. At the discretion of the Jazz Fest 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 "Jazz Fest" in any form
  - p. Exhibitor that is 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)
  - q. 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 contract for event
  - r. 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 event. The vendor represents they have insurance coverage for said items to cover loss due to vandalism, theft, or any other casualty. 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, Jazz Fest, and Jazz Fest 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, the Albany Jazz Fest, 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 the exhibitor's employees or agents, to the extent of the responsibility of the exhibitor and the exhibitor's employees or agents for such claims, damages, losses, and expenses.
8. 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.
9. Refunds:
  - a. Jazz Fest is rain or shine. No refunds will be given due to inclement weather.

**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** \_\_\_\_\_



# 2024 CITY OF ALBANY JAZZ FESTIVAL PUBLIC INFORMATION 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
- One (1) check or money order (\$50) made payable to “The City of Albany”

**APPLICATION MUST BE RECEIVED BY FRIDAY, AUGUST 9, 2024**

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