

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 22nd year on Saturday, September 14th, 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 food vendors. The food row features a high-quality mix of diverse menus for patrons to enjoy. 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.

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





FOOD ROW

VENDOR INFORMATION

September 14, 2024
Jennings Landing Albany, NY

GUIDELINES

- Food vendors who create high quality food and drink that are affordable for all patrons.
- All vendors must meet all Albany County Health Department temporary food service permit requirements.
- Only products represented in the application and by the attached photos may be sold in booth space.
- Glass bottles, Styrofoam containers and the sale of alcohol prohibited during festival.
- Jazz Festival is rain or shine: no refunds will be given due to inclement weather; rain location will be utilized if needed.

SELECTION

- Applications will be judged on specific application criteria and the overall integrity of the event
- Acceptance into previous events does not guarantee acceptance into the 2024 Jazz Festival
- 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

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

FEES

- **\$250** per 20' wide by 10' deep booth space (if accepted into the festival)
- All vendor fees 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

- Booth space: **20' wide by 10' deep**. All displays and products must remain within the confines of the space provided
- Vendor 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*

PHOTOS

- Four (4) digital photos submitted with application. Three (3) representative of the food you plan to sell. One (1) booth setup, One (1) Menu.
- All photos submitted in working JPEG format via CD, USB drive, or email, **vendor@albanyny.gov**, to be used in the jury process.
- Be sure to include the applicant's name on all photos provided. Please note, CD, and USB will not be returned.

ADDITIONAL INFORMATION

- If accepted, a packet containing load-in procedures, parking information, and other necessary information for the event will be sent in the mail.
- Workers compensation (C105.2) and Disability (DB-120.1) Liability insurance, the minimum limit of one million dollars required.
- Vendor is required to collect and pay NY State Sales tax. A current New York State Tax ID number must be provided on your application and a current Certificate must be displayed within your booth during the festival.
- **Failure to adhere to these 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 Riverfront Jazz Festival Food Row Vendor Application

Application submission deadline Friday, August 9, 2024
Fill it out completely and please print or type

NAME: _____
(Last) (First)

BUSINESS NAME: _____

FOOD TYPE/CATEGORY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE (home): _____ (cell): _____

EMAIL: _____ WEBSITE (not required) : _____

NEW YORK STATE TAX ID: _____

DESCRIPTION OF ATTACHED PHOTOS

Including menu items, pricing, booth display

PHOTO 1: _____

PHOTO 2: _____

PHOTO 3: _____

PHOTO 4: _____

FEES: One (1) check or money order made payable to "THE CITY OF ALBANY" must be submitted with application.
\$250.00 Booth Fee (returned if not accepted)

INSURANCE REQUIRED (to be attached to application):

- Workers compensation (C105.2) and Disability (DB-120.1) or a Certificate of Attestation of Exemption (CE-200).
- Proof of Commercial General Liability insurance with a minimum limit of one million dollars.


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
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 City of Albany Riverfront Jazz Festival Food Vendor 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. Vendors 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, 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. Exhibitor must provide their water, electricity, table, tents, and chairs. 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; Jazz Festival personnel 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 6 pm
 - e. Exhibitors may not open or close earlier or later than the official operating hours, without express permission from the 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, and 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 Vendors, passers-by, or Jazz Festival personnel; City of Albany/ Jazz Festival personnel reserve the right to make such determinations
 - l. Exhibitor must return the areas to their pre-event condition (if repair and cleaning costs are incurred and City of Albany/ Jazz Festival personnel determines the vendor is responsible, the Vendor will be billed for the cost of the repair.) Also, the vendor 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). Recycling volunteers will be on hand to pick up your recyclables during the festival
 - m. Except for food trucks or trailers, 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 event. If violated, the vehicle will 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 City of Albany, any Vendors, or any agents or employees of the Vendor who do not conduct themselves professionally and according to the policies contained herein may be removed from the event. Event 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
 - p. 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. We suggest anyone using a generator to either have a backup that runs more quietly or to have their current one serviced. The City of Albany does have the right to make anyone not conforming to this or any policies or procedures shut down for the remainder of the event)
 - q. Exhibitors that are cooking and/or vending food products (other than using deep-fryers) shall at all times have a 9lb minimum, commercial grade, ABC-type fire extinguisher within the permitted exhibition space. Exhibitors that are using deep fryers shall at all times have a 6-liter, K-type fire extinguisher within the permitted exhibition space. Exhibitors shall allow the Albany Fire Department to inspect said fire extinguisher, as well as the permitted exhibition space. The City of Albany maintains the right to close any exhibit not in compliance with the above policies
 - 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 contract for events
 - s. The City of Albany does not hold the grandfathered-in clause to any exhibitors
5. 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 event 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. Exhibitor shall defend, indemnify, and save harmless the City of Albany, Jazz Festival the Jazz Festival personnel, 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 Vendor and/or the Vendor's employees or agents, to the extent of the responsibility of the Vendor and/or the Vendor's employees or agents for such claims, damages, losses, and expenses.
8. Exhibitor 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 no later than August 16, 2024.
9. Exhibitors 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 result in immediate termination of the contract and removal from the event without a refund of the vending fee. Moreover, no products shall be sold in glass containers.
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 will be given at anytime

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 ALBANY RIVERFRONT JAZZ FESTIVAL FOOD VENDOR APPLICATION CHECKLIST:

- Application filled out completely with all required information
- Policies and Procedures read, signed, and attached
- (4) Photos including (1) menu items, (1) clear photo of the booth display, and (2) representative of the work you plan to sell attached to the application
- One (1) check or money order made payable to “The City of Albany”
- Proof of Workers Compensation (C105.2) and Disability (DB-120.1) Or a Certificate of Attestation of Exemption (CE-200)
- Proof of Commercial General Liability insurance

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