

14th Annual Troy River Fest
251 River Street, Troy, NY 12180
(518) 279-7997
DowntownTroy.Org



Dear Troy River Fest Applicant,

This year we celebrate the 14th Annual Troy River Fest on Saturday, June 17th from 10:00am to 5:00pm. With an emphasis on locally-crafted, hand-made goods and local cuisine, River Fest is thoughtfully curated to attract all ages and demographics. Centered in Monument Square, the festival attracts over 10,000 guests and spills out onto the surrounding streets to truly make the most of our scenic, historic downtown district. This family-friendly festival encourages visitors to ramble throughout the streets of downtown Troy with food and craft vendors, music, face painting, chalk art and much more.

We are currently accepting applications for food, craft, corporate, and non-profit vendors to fill the festival with high quality, diverse offerings. Please read the following packet thoroughly, including the information sheet, as well as the policies and procedures before submitting your application. Please provide as much information as possible so we easily understand your setup and inventory. For your application to be accepted, it must be received no later than Wednesday, May 17, 2017.

On behalf of the Downtown Troy BID, we look forward to receiving your application for Troy River Fest 2017. If you have any questions regarding the application process, please contact the Downtown Troy BID offices at (518) 279-7997 or email events@troybid.org.

Sincerely,

Katie Hammon
Executive Director
Downtown Troy Business Improvement District

14th Annual Troy River Fest
Saturday, June 17, 2017 | 10am to 5pm



APPLICATION DEADLINE: WEDNESDAY, MAY 17

INFORMATION SHEET

Please read and understand the following information as well as the policies and procedures before filling out the application. Failure to adhere will result in immediate rejection of your application.

General Information

- The 14th Annual Troy River Fest will be held on **Saturday, June 17th** from **10:00am to 5:00pm** in Troy's Monument Square and surrounding River Street, Broadway, 1st & 2nd Streets.
- Load in will take place on Saturday, June 17th between 6:30AM & 9:30AM rain or shine. Your vehicle must be off the event site by 9:00AM. *There is no rain date and there will be no refunds.*
- Vendors selected must vend for the duration of the festival and may not arrive late to the site or depart before the festival has ended.

Selection Procedures & Application Deadline

- A panel of artists and makers will ensure the highest quality of goods through screening of applications. Careful consideration will be made for **local hand-curated and/or handcrafted goods**.
- All vendors will ultimately be determined and selected based on specific application criteria and overall integrity of the event. Failure to provide all information prior to the application deadline will result in immediate rejection of your application.
- Exclusivity rights may apply to specific menu items such as lemonade, old-fashioned soda, kettle corn etc.
- Confirmation of menu items will be made along with acceptance into the festival. If you are found selling items that were not confirmed upon acceptance, you will be asked to stop selling and/or leave the festival.
- **Early-bird Discounted Application Deadline: Wednesday, March 15**
- **Application Deadline: Wednesday, May 17**
- *Acceptance notifications will be sent by Wednesday, May 31 at the latest.*

Application Checklist: *Each applicant must provide the following information with his or her submission.*

1. Application filled out completely.
2. Policies and Procedures read and signed.
3. At least one (1) digital or physical photo with description of setup and/or inventory included.
4. Payment in the form of cash, check, credit card via square invoice or money order made payable to the Downtown Troy BID.
5. All food vendors must supply proof of Commercial General Liability insurance, worker's compensation (C105.2) and disability (DB-120.1) OR a Certificate of Attestation of Exemption (CE-200) and list the Downtown Troy Business Improvement District and City of Troy as additionally insured. They must also obtain a food permit from the Rensselaer County Department of Health and deliver a copy of the permit along with insurance certificate to the Downtown Troy BID office at least one week prior to the event. The health permit must also be presented on site.

Applications can be sent by email to events@downtowntroymt.org, hand delivered or mailed to 251 River Street, Troy, NY 12180. Credit cards payments will be accepted via square invoice.

Booth Spaces & Vendor Fees

VENDOR TYPE	BOOTH	EARLY BIRD	ON TIME	BID MEMBER	EXCLUSIVE RIGHTS
Craft Vendor	10' x 10'	\$85	\$100	\$75	<i>Additional Fees Apply</i>
Food Vendor	10' x 20'	\$275	\$300	\$150	<i>Additional Fees Apply</i>
Corporate Vendor	10' x 10'	\$275	\$300		<i>Additional Fees Apply</i>
Non-profit	10' x 10'	\$65	\$75		

Electricity can be purchased at a rate of \$50.00. An additional 10' x 10' space can be purchased at a rate of \$50 per additional space. Corporate vendors may participate for promotional purposes only; no on-site sales are permitted.

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OFFICIAL VENDOR APPLICATION

Please fill out all fields completely and sign on last page. Incomplete applications will be rejected. If you have any questions about the application, please contact the Downtown Troy BID offices at (518) 279-7997 or email events@downtowntroy.org.

CONTACT INFORMATION

Name: _____
(Last) (First)

Business Name: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell #: _____ Work/Home #: _____

Day of Contact If Different Than Above: _____

Tax Payer ID# (EIN) or Social Security (SSN): _____

Website: _____

Facebook: _____

Twitter: _____ Instagram: _____

PLEASE NOTE: All food vendors must supply proof of Commercial General Liability insurance, worker's compensation (C105.2) and disability (DB-120.1) OR a Certificate of Attestation of Exemption (CE-200) and list the Downtown Troy Business Improvement District and City of Troy as additionally insured. They must also obtain a food permit from the Rensselaer County Department of Health and deliver a copy of the permit along with insurance certificate to the Downtown Troy BID office at least one week prior to the event. The health permit must also be presented on site.

ATTACH PHOTOS:

Troy River Fest is a selective juried event. **Please submit photographs of the items to be sold along with your booth set up.** If you have a food truck that you will be serving out of, please provide a picture of the truck indicating which side the window is located, along with the exact dimensions of the truck.

These pictures will not be returned unless you provide a self-addressed, pre-paid envelope.

Photo Description(s): _____

Truck Dimensions: _____ Window Located on: _____

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SALES ITEM DESCRIPTIONS

Please describe ALL items to be sold/solicited in detail. Attach document(s) as needed.

All craft vendor inventory must be handmade!

APPLICATION FEES

Please check all that apply and enter the total cost (payment must match the total amount).

VENDOR TYPE	BOOTH	EARLY BIRD	ON TIME	BID MEMBER
Craft Vendor	10' x 10'	\$85 <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$75 <input type="checkbox"/>
Food Vendor	10' x 20'	\$275 <input type="checkbox"/>	\$300 <input type="checkbox"/>	\$150 <input type="checkbox"/>
Corporate Vendor	10' x 10'	\$275 <input type="checkbox"/>	\$300 <input type="checkbox"/>	
Non-profit	10' x 10'	\$65 <input type="checkbox"/>	\$75 <input type="checkbox"/>	

Corporate vendors may participate for promotional purposes only; no on-site sales are permitted.

ADDITIONAL SPACE REQUEST: Each additional 10' x 10' space has a fee of \$50.

Number of 10' x 10' Space: _____ TOTAL :: \$ _____.

ELECTRICITY: One (1) 20 amp 120 volt outlet has a fee of \$50.

Requesting Electricity: _____ TOTAL :: \$ _____.

Vendors must supply their own power cords. Electricity is available on an extremely limited basis. All vendors are encouraged to bring a generator if they need power. **Generators must be quiet versions and are subject to approval.** If staff determines that your generator is disruptive to the festival, you may be asked to turn it off.

EXCLUSIVITY RIGHTS: Additional Fees Apply. If checked, the Downtown Troy BID will reach out to you.

Check if you would like to be considered for exclusive sales?

Note Item(s): _____

TOTAL AMOUNT OWED: \$ _____.

Payment Type: Cash Credit Card via Square Invoice Check # _____
Money Order Will send invoice following acceptance

Requests for specific spaces will be fulfilled to the best of our ability.

Make all checks payable to the **Downtown Troy Business Improvement District**. Mail check and application to **251 River Street, Troy NY, 12180**. Payment will not be deposited until vendor is accepted. To pay by credit card, check Credit Card via Square Invoice, you will be invoiced following acceptance into the festival. The Downtown Troy BID will not accept personal checks from any vendor who has had a check returned for insufficient funds. Payment from these vendors must be made via certified check, money order or credit card via Square Invoice. If your application is not accepted, your payment will be voided and a copy of the payment will be sent via email. Cash will be returned in the mail or in person.



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POLICIES & PROCEEDURES

Please note that admission to the festival is not guaranteed. All applications will be evaluated to determine compatibility with the festival's mission. Accepted applicants will be notified by Wednesday, June 1st at the latest.

1. The Downtown Troy BID 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. The Downtown Troy BID will make reasonable efforts to provide advance notice to vendors of any changes or cancellations.
2. Vendors must provide their own water, electric (unless requested AND paid for), tents, tables and chairs. Vendor space, table covers and backdrops must match and not be offensive in event organizer's judgment to adjacent exhibit spaces. All excess inventory must be stored out of sight.
3. Vendors that are using an electric generator, any other motor must soundproof that device to the satisfaction of the Downtown Troy BID. (*Honda quiet generators are suggested*)
4. Please be prepared to set up between the hours of **6:30AM – 9:00AM, rain or shine**
5. **Vehicles are not allowed in the festival area** during the hours of operation, and all preparation items and products must be kept at your booth. Vehicles must vacate festival grounds by 9:00AM.
6. **Booths must stay open and operational during the show hours. Vendors my not open or close earlier or later than the official operating hours.**
7. All displays shall be kept neat and clean with the Vendor responsible for cleanup at the end of the show by removing equipment, inventory and improvements, and leaving the exhibit space in the same condition as on delivery. The Vendor shall be liable for delivery, handling, set-up and removal of its own displays and materials. (*If repair and cleaning costs are incurred and the Downtown Troy BID determines the Vendor is responsible, the Vendor will be billed for the cost of the repair.*)
8. The Vendor shall conduct business in accordance with all laws and highest standards of business ethics. Vendors may not hawk, peddle, sell, or advertise outside the assigned area.
9. Vendors may not distribute literature or any other items to passers-by while standing outside of the assigned area.
10. **The Vendor must comply with all Health Department Regulations and obtain necessary permits required from the Rensselaer County Department of Health if operating a food concession. The Department of Health can be reached at (518) 270-2655. Vendor must provide a copy of health permits on site and to the Downtown Troy BID office at least one week prior to the event.**
11. **All food vendors must supply proof of Commercial General Liability insurance, worker's compensation (C105.2) and disability (DB-120.1) OR a Certificate of Attestation of Exemption (CE-200) and list the Downtown Troy Business Improvement District and City of Troy as additionally insured. A copy of the insurance certificate must be delivered to the Downtown Troy BID office at least one week prior to the event.**
12. The Vendor shall be substantially present at the exhibit space for the duration of the show hours and shall have qualified, experienced and responsible staff available at all times.
13. Event Organizers reserve the right to ask a Vendor to leave, when in its opinion, the Vendor is found to be disruptive to the show, other Vendors, or customers; the Vendor forfeits the exhibit fee.
14. The Vendor shall not increase or decrease prices once the show opens to the public.
15. The Vendor shall obey all fire regulations and County, State and other applicable laws.
 - Vendors that are cooking and/or vending food products (other than using deep fryers) shall at all times have a 10lb minimum, commercial grade, ABC-type fire extinguisher within the permitted exhibition space.
 - Vendors that are using deep fryers shall at all times have a 6-liter, K-type fire extinguisher within the permitted exhibition space.
 - Vendors shall allow Troy Fire Department to inspect said fire extinguisher, as well as the permitted exhibition space.
16. The Vendor shall not consume nor permit his/her staff to consume alcoholic beverages while vendor/staff are participating at the festival.
17. **NO PETS ALLOWED.**
18. The Downtown Troy BID may for publicity purposes use any photographs/slides and information received or obtained.
19. Vendors are solely responsible for collecting and paying all New York State sales tax and shall properly display their New York State Sales Tax Certificate.
20. The Vendor will make responsible decisions about their use of social media. Vendors are personally responsible for the content they publish online. Be aware of your association with Troy River Fest in online social networks. Provide worthwhile information and perspective. The River Fest brand is best represented by its people and what you publish may reflect on that brand. Please post appropriate and respectful content.
21. The Downtown Troy BID has the right to limit the number of, or offer exclusive rights for specific vendor types.

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- 22. Event Organizers reserve the right to establish such additional rules and regulations, as it deems necessary for the safe and successful operation of the festival.
- 23. Vendor will comply with all rules of the festival site.
- 24. The Downtown Troy BID's cancellation policy is as follows:
 - Reasonable requests for cancellations will be considered on a case-by-case basis and must be made in writing no later than Wednesday, May 31.
 - **Any** cancellations or no shows after Wednesday, May 31 at 5:00pm before vendor's scheduled event will **result in no refunds.**
 - It is not the policy of the Downtown Troy BID to generate refunds of vendor fees once an application has been processed and accepted. Credits for future events may be issued instead. Appeals may be made to the BID offices in writing. **There is a non-refundable administrative fee of \$25 with every cancelled application.**

The undersigned agrees to abide by the rules set forth in these policies & procedures, and all attachments. I also agree to assume the risk of loss to my merchandise and other property of myself and my staff, whether from breakage, damage, loss, theft, disappearance or any other cause, for the duration of the Event, including set up and closing. Further, I agree to indemnify and save the Event Organizers (the Downtown Troy Business Improvement District and City of Troy) harmless from any and all claims, actions, damages, liability and expense, including attorney's fees, in connection with loss of life, personal injury and/or damage to property that may be done or suffered by reason of my fault or negligence in the performance of or negligence in the performance of or failure to perform my responsibilities as stated in this application and enclosed policies & procedures, or occasioned all or in part by any act or omission by myself, my agents or employees.

I understand and agree to abide by the above policies & procedures. Upon acceptance of my application, this form will be binding and will represent the terms of the permit agreement.

Authorized Signature: _____

Vendor Name (Please Print): _____ **Date:** _____

FOR OFFICIAL USE ONLY: Payment Type: _____ Check #: _____

Date Received: ____ / ____ / ____ Received By: _____

Entered In Master: Entered In CC: Confirmation Email Sent: Payment Processed & Recorded:

NOTES:

