

Juneteenth: A South Pearl Street Festival

Vendor Application

When:

Saturday, June 22 from 12:00 PM to 5:00 PM.

Where:

With open houses at the African American Cultural Center of the Capital Region (135 S Pearl Street), Coliseum Mall (153 S Pearl Street), and Root3d (165 S Pearl Street), vendors will line the street between the three.

Why Participate?

Juneteenth: A South Pearl Street Festival will bring together the community, cultural organizations, and entrepreneurs to commemorate slavery's abolition in the US, and celebrate South Pearl Street's vibrancy. Vendors will be bookended by performances and music, encouraging people to experience the variety of businesses found along this bustling corridor.

Event Vendor Requirements

- Table and Table Coverings (if not a food truck)
- Tent (optional)
- Signage (sandwich board or other if you have them)
- Generator (no electricity will be provided)
- Garbage can (required to take out any trash you produce)
- Food vendor space is 20' wide by 10' deep
- Non-food vendor space is 10' wide by 10' deep

Set-Up

Travon T. Jackson, Executive Director of the African American Cultural Center of the Capital Region, will serve as the main point of contact on all event questions. All vendors must be inside the event footprint before 10:00 AM, prepared and fully set-up to vend by 11:30 AM. Vendors must remain open and operational for the duration of the event, 12:00 PM to 5:00 PM. Set-ups cannot be broken down or vacated prior to closing time. If you are out of food before the end of the event, please remain with your booth and promote your place of business.

Clean-Up

All displays must be kept neat and clean. Vendors are responsible for clean-up at the end of the event by removing all equipment, supplies & trash, and leaving the public space in the same or better condition as initially presented. While there will be public trash cans out, vendors must bring their own trash receptacles, trash bags, and be responsible for disposing of their own trash. The public should be directed to use the trash containers throughout the footprint of the event.

Permits and Insurance

- A. Vendors are solely responsible for collecting and paying all New York State sales taxes during the event and shall properly display their **New York State Sales Tax Certificate** at their booth.
- B. Vendors are responsible for displaying required event permits, and operating within any local, state, or federal guidelines or laws. **As part of this application, the event permit will be obtained for the vendors by the Downtown Albany BID. Approved vendors will be given the required Albany County health permit to display by the Downtown Albany BID.**
- C. **Vendors need to provide proof of workers compensation (C105.2) and disability (DB-120.1), or a Certificate of Attestation of Exemption (CE-200) with the application.**
- D. Vendors must procure and maintain Commercial General Liability insurance coverage with limits of \$1,000,000 for each occurrence. **Vendors need to provide proof of Commercial General Liability insurance with the application.**
- E. Vendor is solely liable for equipment (installation, operation, and tear down), and any other personal property at the event. Vendor must show evidence that he or she has 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 Downtown Albany BID, BlueLight Development Group, African American Cultural Center of the Capital Region, Root3d, and The Albany Coliseum shall be held harmless for any claim of theft, vandalism, casualty, or loss.
- F. The Vendor shall defend, indemnify, and save harmless the Downtown Albany BID, BlueLight Development Group, African American Cultural Center of the Capital Region, Root3d, The Albany Coliseum, 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.

General Event Rules for Vendors

- Vendors will conduct business in accordance with all laws and highest standards of business ethics. Additionally, vendors shall obey fire regulations and County, State and other applicable laws.
- Please note that vendors that do not adhere to all event rules will not be allowed to return to the event the following year. Final determination will be ruled by the Juneteenth planning committee. The success of this event is dependent upon reliable participation from all vendors, and therefore the event organizers will not condone unprofessional or unreliable business practices.
- Vendors must provide all their own supplies including: water, electricity, tables and chairs.
- Vendors must make their own arrangements for transport of their products, equipment, etc. to and from their exhibit spaces; event personnel are not available to assist, and the event cannot provide storage space for product, equipment, literature, etc. for Vendors.
- Vendors must have personnel present and in their booths at all times during the official operating hours of the event: 12:00 PM to 5:00 PM.
- Only one business or organization may operate in each 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 event organizers.
- Vendors may not operate outside the boundaries of their assigned spaces, which are defined as 20 feet wide by 10 feet deep for food vendors, and 10 feet wide by 10 feet deep for non-food vendors. Placement of vendors will be determined solely by event organizers.
- Event organizers reserve 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. Event staff will make reasonable efforts to provide advance notice to Vendors of any changes or cancellations. This is a RAIN OR SHINE event and will take place as regularly scheduled and advertised except in the case of lightning or severe weather that may pose a danger to the public. Event staff will send official cancellation notice to the vendors when the event is cancelled.
- Vendors may not open or close earlier or later than the official operating hours, without express permission of event staff.
- Vendors must keep boxes and cartons out of sight.
- Vendors must maintain a neat and clean area, also provide refuse bags to condense and secure all waste produced by the booth.
- Vendors may not hawk, peddle, sell, or advertise outside the assigned area.
- Vendors may not distribute literature or other items to passers-by while standing outside of the assigned area. Materials may only be displayed on vendor tables.
- Vendors may not have music or conduct activities that may be disruptive to neighboring Vendors or event participants. Event staff reserve the right to make such determinations.

- Vendors must return the areas to their pre-event condition (if repair and cleaning costs are incurred and event organizers determine that 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).
- Vendors must comply with the event’s parking regulations. Parking may be provided for trucks that tow food trailers; please contact event staff if parking is needed. No vehicles (non-food truck vehicles - cars, trucks, trailers, etc.) of any type may be driven on the sidewalks or parked on or near Vendor’s assigned location during the event.
- Event organizers may, for publicity purposes, use any photographs and information received or obtained, prior to or during the event.
- Vendor 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.
- Vendors must operate their business in a professional manner. At the discretion of event staff, any Vendors, or any agents or employees of Vendors who do not conduct themselves in a professional manner 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.
- Vendors that are using an electric generator or any other motor must soundproof that device so as not to exceed a 90 decibel sound rating from a distance of 4 feet from the generator unit. In the case the generator exceeds the allowable decibel level, or it is determined by event staff that it is negatively affecting the atmosphere of the event and safety of the attendees, the Vendor will be relocated, if possible, so that it does not affect the entertainment or general atmosphere, or the operator will be asked to turn off the generator. Event staff has the right to make this determination and any contingent plans as they see fit, which may also include the removal of the Vendor from the event in extreme circumstances.
- 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 the Albany Fire Department to inspect said fire extinguisher, as well as the permitted exhibition space. Event organizers maintain the right to close any exhibit not in compliance with the above policy.
- In keeping with Albany’s “Going Green” initiative, the City prohibits the use of polystyrene foam containers, cups or bowls. Vendors will be prohibited from the use of polystyrene foam containers, cups, or bowls. Also known as “Styrofoam”, these items are usually marked with the symbol to the right. Any vendor found using the above mentioned products marked with this symbol will receive a warning. A second offense will be immediate termination of contract and removal from event without a refund of deposit fee. Moreover, no products shall be sold in glass containers.



Registration Deadlines and Fees

**Application Deadline:
Received by June 14, 2019**

Application Fees

- Food Vendor: \$50.00
(20'x10' space)**
- Non-Food Vendor: \$25.00
(10'x10' space)**

Make checks payable to:

Checks should be made out to 'The African American Cultural Center.'

Questions?

Contact Travon T. Jackson, at 518.279.6554, or aaculturalcentercapregion@gmail.com.



DOWNTOWN ALBANY
Business Improvement District

Juneteenth: A South Pearl Street Festival Food & Retail Vending Application

Business Name _____

Business Address _____

Website _____

Email _____

Facebook Account Name _____ Twitter Handle _____

Instagram Account Name _____

Other Social Media Channels the business uses _____

Business Phone _____ Cell Phone _____

Business Owner Name(s) _____

Main Contact Name and cell number for this Event _____

Business Sales Tax ID _____

Release

In consideration of Juneteenth: A South Pearl Street Festival, I, undersigned, intending to be legally bound, hereby myself, my heirs, executors and administrators waive and release any and all rights and claims for damages against the stated event, the Downtown Albany BID, the City of Albany, BlueLight Development Group, African American Cultural Center of the Capital Region, Root3d, Albany Coliseum, their representatives, successors, and assigns for any and all injuries suffered by me or any member of my team at this event. Further, I hereby grant full permission to the stated event, event organizers and/or their authorized agents to use my photographs, videotapes, motion picture, recordings and any other recorded image of this event for any legitimate purpose. I further agree to accept all conditions set forth and to abide by the rules and regulations of the event, event organizers and the City of Albany.

I understand and agree to abide by all the rules, laws and regulations stated in the event description packet. Upon acceptance of my application, this form will be binding and will represent the terms of the permit agreement. I understand that the event organizers reserve the right to remove any vendor, at any time, from vending during the above event, without refund, if vendor is in violation of the event Policies and Procedures.

Business Owner Name (print)

Date

Signature

Only complete applications will be processed. Complete applications include pages 6 and 7 along with the following:

- Proof of workers compensation (C105.2) **AND** disability (DB-120.1), **OR** a Certificate of Attestation of Exemption (CE-200).
- Copy of Commercial General Liability insurance coverage with limits of \$1,000,000 for each occurrence. **Vendors need to provide proof of Commercial General Liability insurance with the application. The Downtown Albany Business Improvement District, the City of Albany and Albany County, its officers, agents and employees should be listed as additionally insured, while specifically referencing the scheduled event: Juneteenth**
- Application Fee and Payment.

Mail or drop off application to:

Travon T. Jackson
African American Cultural Center
135 S. Pearl St
Albany, NY 12202
aaculturalcentercapregion@gmail.com | 518.279.6554