

# FOOD APPLICATION

**General Information:** The 2010 Albany LarkFEST will be held **September 25, 2010** on Lark Street between 10:00AM - 5:30PM. **There is no rain date and there will be no refunds.**

**Selection Procedure and Application Deadline:** **Application deadline for food vendors is Friday, August 27, 2010.** Notification regarding participation will be mailed by **Monday, September 6th.**

**Selection Procedure and Application Deadline:** Screening of applications will be conducted in order to provide a variety of food vendors, with the widest assortment of foods, attractive displays, and competitive prices.

**\*Food Vendors: \$450**

**After the August 27, 2010 deadline: \$500**

Food Vendors MUST submit the following at the time of registration:

1. A description of all food for sale and prices.
2. Either a photograph or JPEG image on CD of your food cart/truck

**Booth Space:** 20' long by 10' deep

**NOTE: We will strictly enforce the space allotment for each food vendors. NO SELF CONTAINED TRAILERS!!**

**Additional Information:** If accepted you will receive complete instructions on load-in procedures.

**Standards:** Must meet all Albany County Health Department temporary food service permit requirements.

**About Photos:** Each applicant must submit 1 photo (no slides, please) of your booth. Photo will be used for selection purposes to insure the highest quality show possible. **Photos will not be returned.**

**Fees:** \$450 (We require that vending fees accompany your application.) The Lark Street BID will accept check or money order payable to: The Lark Street BID, or you can conveniently pay online at: [www.larkstreet.org](http://www.larkstreet.org). **NOTE: Applications will not be considered until we receive vendor fees.**

## **Please Note:**

- Exhibitors 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.
- 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 Albany LarkFEST Committee maintains the right to close any exhibit not in compliance with the above policy.**

## **Check List:**

1. Fill out application form **completely**. Incomplete forms will be immediately dismissed. Both application and the Policies and Procedures, which are also attached, must be signed.
2. Description of food for sale with prices (required of all participants).
3. One photo required of all participants. Please mark photo with exhibitor's name.
4. Vending fee must accompany your application. (NOTE: We will not consider vendor's application until booth fee has been paid.)
5. Insurance Certificate (see policy & procedures #8)
6. Either a C105.2 **OR** U26.3 form from your insurance carrier (see policy & procedure #9)
7. DB 120.1 (if you have employees) **OR** CE200 form ( if you do not have employees or are a sole proprietor) (see policy & procedure #9)

**FOOD Vendor**  
**LarkFEST**  
**Albany, New York**  
**Saturday September 25th, 2010**  
**Application deadline is August 27, 2010**

**Fill out completely and please print neatly or type:**

**Photo description and description of food for sale, include prices:**

**\* Note – LarkFEST Event rules prohibit the sale of any beverages sold in glass bottles!**

Photo

Description: \_\_\_\_\_

Food for Sale/ Prices: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Last

First

Business

Name: \_\_\_\_\_

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

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

Phone(Work): \_\_\_\_\_ (Home): \_\_\_\_\_

Email: \_\_\_\_\_

Sales Tax ID/Social Security Number: \_\_\_\_\_

Booth Fee - **\$450** (make check or money order payable to Lark Street BID). We **require that vending fees accompany your application**. Or conveniently pay online at: [www.larkstreet.org](http://www.larkstreet.org).

Lark Street BID  
Attn: LarkFEST  
Please send to: 245 Lark Street  
Albany, NY 12210

**(Please make sure application, policies and procedure forms are signed and returned by deadline.)**

## ***2010 Albany LarkFEST 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 Albany LarkFEST Committee to rent the booth or tent space.
2. Lark Street BID/LarkFEST Committee 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. Lark Street BID/ LarkFEST Committee 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 LarkFEST Committee prior to the start of the festival.
  - b. Balloons, stickers, t-shirts, or posters may not be sold or distributed free without prior consent of the LarkFEST Committee.
4. General Rules for Exhibitors:
  - a. Exhibitors must provide their own water, electric, tables, tents and chairs.
  - b. Exhibitors must make their own 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 product, equipment, literature, etc. for exhibitors.
  - c. Exhibitors must take full responsibility for set-up and other display materials; Albany LarkFEST Committee 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: 10am to 5:30pm.
  - e. **Exhibitors may not open or close earlier or later than the official operating hours**, without express permission of LarkFEST Committee.
  - 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, also 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 exhibitors, passers-by, or LarkFEST Committee personnel; Lark Street BID/Albany LarkFEST Committee reserves the right to make such determinations.
  - l. Exhibitors must return the areas to their pre-festival condition (if repair and cleaning costs are incurred and Lark Street BID/Albany LarkFEST Committee determines Exhibitor is responsible, the Exhibitor will be billed for the cost of the repair.) Also the Exhibitor must comply with the September 1, 1992 New York State Source Separation Law when vending in the Lark Street BID (separate all waste for proper recycling and disposal).
  - m. Exhibitors must comply with the festival's parking regulations.
  - n. No vehicles (cars, trucks, trailers, etc.) of any type may be driven on the grass or sidewalks or parked on or near exhibitor's assigned location between **9:00am and 6:30pm** during the day of the festival.
  - o. Lark Street BID/ LarkFEST Committee may, for publicity purposes use any photographs/slides and information received or obtained.
  - p. Exhibitors must operate their business in a professional manner. At the discretion of the LarkFEST Committee, any Exhibitors, or any agent, or employee of the Exhibitor who do not conduct himself or herself, in a professional manner 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 "LarkFEST" in any form.
  - q. **Exhibitors that are using an electric generator or any other motor must soundproof that device to the satisfaction of the Albany LarkFEST Committee. (THIS WILL BE STRICTLY ENFORCED DUE TO CONTINUAL COMPLAINTS. THE COMMITTEE SUGGESTS ANYONE USING A GENERATOR TO EITHER HAVE A BACKUP THAT RUNS MORE QUIETLY OR TO HAVE THEIR CURRENT ONE SERVICED. The committee does have the right to make anyone not conforming to this or any policies or procedures to shut down for the remainder of the festival.)**
  - t. **Exhibitors 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. 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 LarkFEST Committee maintains the right to close any exhibit not in compliance with the above policy.**
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 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 festival. Exhibitor represents he or she has insurance coverage for said items to cover loss due to vandalism, theft, or any other casualty. Security is provided at specific designated times; however, any losses due to fire, theft, damage, or injury is the sole responsibility of the Exhibitor. It is specifically agreed that Lark Street BID, LarkFEST Committee shall be held harmless for any claim of theft, vandalism, casualty, or loss.
7. The Exhibitor shall defend, indemnify, and save harmless the Lark Street BID, LarkFEST, 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/or the Exhibitor's employees or agents, to the extent of the responsibility of the Exhibitor and/or the Exhibitor's employees or agents for such claims, damages, losses, and expenses.
8. **Food vendors 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 with the vendor application by Friday, August 27, 2010.**
9. Copies of Workers Compensation and Disability Insurance certificates or a CE-200 Worker's Compensation form **must be submitted to NYS-OGS Special Events with your application.**

**Please contact your insurance agent for one of the following forms:**

- Form C 105.2 – Certificate of Worker's Compensation Insurance
- Form U 26.3 – Certificate of Worker's Compensation Insurance
- Form SI 12 – Certificate of Worker's Compensation Self Insurance
- Form GSI 105.2 – Certificate of Participation in Worker's Compensation Group Self- Insurance

**AND**

**Please contact your insurance agent for one of the following forms:**

- Form DB 120.1 – Certificate of Disability Benefits
- Form DB 155 – Certificate of Disability Benefits Self Insurance

**OR**

Form CE 200 – Certificate of Attestation of Exemption from NYS Worker's Compensation and/or Disability Benefits Coverage. The CE 200 form can be processed electronically online at <http://www.wcb.state.ny.us> and immediately upon completion, be able to print out a hard copy of the CE 200 that can be attached to your application. Computers are available at the Customer Service Center of the New York State Workers' Compensation Board (100 Broadway, Menands NY 12241). Paper applications for the CE 200 can be obtained by writing or visiting the Customer Service Center at New York State Workers' Compensation Board. 1-866-750-5157

**I 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 (please print) \_\_\_\_\_ Date \_\_\_\_\_

**(Please make sure application, policies and procedure forms are signed and returned by deadline.)**