

# Retail 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 Retail is Friday, August 27, 2010.** Notification regarding participation will be mailed by **Monday, September 6th.**

**\*Retail Vendors: \$350**

**After the August 27, 2010 deadline: \$400**

Retail Vendors must have an Annual Revenue of less than \$100,000 to be eligible for registration in this category. Businesses / Organizations with an Annual Revenue greater than \$100,000 should review our LARKfest Sponsorship Opportunities (starting at \$500).

For all Applicants:

**A.Photos:** Each applicant must submit *4 digital PHOTOS* by hardcopy or on CD with the application. All images on CD should be a minimum of 300 dpi, and sent as a .jpeg file.

Three (3) photos must be representative of the work you plan to show and (1) photo of your booth if available. The photos will be used in the jury process to insure the highest quality show possible. **All photos must have the exhibitor's name on them.** The CD's will be returned after being juried along with notice of acceptance or rejection.

**B. Booth Space:** 18' long by 10' deep

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

**D. Fees:** A check or money order made payable to The Lark Street BID: for \$350.00 must be sent with the application. Or you can conveniently pay online at: [www.larkstreet.org](http://www.larkstreet.org). **(Please Note: We require that vending fees accompany your application. A completed application will not be considered until we receive your booth fee.)**

Check List:

1. Fill out application form **completely.** Incomplete forms and those lacking a signature will be immediately dismissed. **Both application and the Policies and Procedures, which are also attached, must be signed.**
2. Four (4) photos and description (required of all participants) by hardcopy or on CD.
3. Check or money order made payable to The Lark Street BID: for \$350.00, or online at [www.larkstreet.org](http://www.larkstreet.org). Please send correct amount associated with your Vendor Category (see above descriptions).

2010  
LarkFEST  
Lark Street  
September 25, 2010  
Retail Vendor

**Application deadline is Friday, August 27, 2010**

**Fill out completely and please print:**

**Photo Descriptions:** Please include prices, materials, techniques, size.

Photo 1. \_\_\_\_\_

Photo 2. \_\_\_\_\_

Photo 3. \_\_\_\_\_

Photo 4. \_\_\_\_\_

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

Last

First

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Sales Tax I.D # \_\_\_\_\_

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

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

Specific Craft: \_\_\_\_\_

**Booth Fee: Check, money order or card by phone made payable to The Lark Street BID: for \$350.00. Or online payment at: [www.larkstreet.org](http://www.larkstreet.org).**

Exhibitors requesting a previous year's space (please provide space number) or other request, please note here:

**NOTE:** We will try our best to accommodate requests for specific spaces, this will, however, be on a first- come, first-served request basis, availability and potential circumstances beyond our control.

Please send to:

ATTN: LarkFEST  
The Lark Street BID  
245 Lark Street  
Albany NY 12210

## *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/Albany 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/Albany 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 Albany 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 Albany 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/ 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/ 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 or information received or obtained.
  - p. Exhibitors must operate their business in a professional manner. At the discretion of the Albany 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 (on site) 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.)**
  - r. Receipts upon sale of merchandise will be given to purchaser. Refunds will also be given if the purchaser is unsatisfied with quality of workmanship or if defect in material or craftsmanship are found to exist.
  - s. **Arts and Crafts Exhibitor may only sell his or her own original handcrafted work. Exhibitor may demonstrate their craft if they so choose.**
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, Albany LarkFEST, Albany 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, the LarkFEST Committee, 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.

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