



2025 Chowderfest

Vendor Application

102 3rd St, Troy NY 12180

(518) 212-7397

downtowntroyny.org

Dear Troy Chowderfest Applicant,

We're excited to welcome you to Downtown Troy's **Chowderfest** on **Sunday, October 12 from 12:00 PM to 5:00 PM** in Downtown Troy!

This beloved festival draws over 5,000 guests for a full day of chowder tastings, music, community, and fall fun. This year, we're continuing the district-wide format, where Downtown businesses set up right outside their storefronts to compete in a friendly chowder competition for **People's Choice**.

Here's how it works:

- Participants will sell **\$2 4oz chowder samples** and may also offer additional menu items from their storefronts.
- Outside vendors are welcome and will be thoughtfully placed with a downtown business or within the festival footprint.
- All participants keep 100% of their sales.
- This is a **rain-or-shine event** with no rain date or refunds.

We're accepting applications for food vendors, craft makers, non-profits, and businesses with high-quality, family-friendly offerings.

Please review the full vendor packet and submit your completed application, supporting materials, and payment by **Thursday, September 25**.

If you have any questions, feel free to reach out at info@troybid.org or call **(518) 212-7397**.

We look forward to having you be part of this event!

Sincerely,

Olivia Clemente
Executive Director
Downtown Troy Business Improvement District

2025 Chowderfest
Sunday, October 12 | 12:00PM to 5:00PM

APPLICATION DEADLINE: THURSDAY, SEPTEMBER 25

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 2025 Chowderfest will be held **Sunday, October 12 in Downtown Troy** from 12:00 PM to 5:00 PM.
- Load-in will take place on Sunday, October 12 at **8:30 AM rain or shine**.
- Your vehicle must be off the event site by **11:00 AM**.
- Vendors must vend for the duration of the festival and may not arrive late or depart before the festival ends.
- There is no rain date and no refunds.

Chowderfest Guidelines


- **Chowder Quantity:** Please prepare **30–40 gallons of chowder**.
- **Sample Pricing:** Sell **4oz samples for \$2 each**.
- **Supplies:** Vendors are responsible for providing their own spoons and cups. The BID will provide boxes of oyster crackers, delivered to your business ahead of time or on Sunday morning.
- **Maps & QR Codes:** Evelyn and Olivia will deliver maps and QR codes to your businesses the day before and/or on Sunday morning.
- **Sold Out Notifications:** If you sell out, please text **518-755-0990** so we can update the public.
- **Gluten-Free Chowder:** If your chowder is gluten-free, please let us know in advance.
- **Day-of Contacts:** Evelyn and Olivia will be on site from **8:30 AM to 5:00 PM** to assist vendors.


Application Deadline & Selection Procedure

- **Deadline: Thursday, September 25**
- Acceptance notifications will be sent within one–two weeks of receiving your application.
- Vendors will be selected based on application criteria and overall fit. Failure to provide all information by the deadline will result in rejection.
- Exclusivity rights may apply to specific menu items such as lemonade, cotton candy, soda, kettle corn, etc.
- Menu items will be confirmed along with acceptance. Selling unapproved items may result in removal from the event.

VENDOR TYPES & FEES

Vendor Type	Booth Size	Standard	BID Member
Craft Vendor	10'x10'	\$100	\$75
Food Vendor	10'x20'	\$300	\$250
Corporate Vendor	10'x10'	\$500	N/A
Non-Profit	10'x10'	\$75	N/A

 **Electricity:** \$50 (limited – quiet generators encouraged)

 **Additional 10'x10' booth:** \$50 each

EVENT INFO

- Setup for vendors: 8:30–10:30AM (rain or shine)
- No early departures; vendors must stay through the entire event.
- No refunds

HOW TO APPLY

Submit the following:

- ☒ Completed application
- ☒ Payment (check or request a Square invoice)
- ☒ Signed policies & procedures
- ☒ Photos of setup/products

Additional documents (due one week before event):

Food Permit from Rensselaer County DOH (for food vendors) is **REQUIRED**

Please fill out all fields completely and sign on the last page. Incomplete applications will be rejected. If you have any questions about the application, please contact the Downtown Troy BID offices at (518) 212-7397 or email info@troybid.org

CONTACT INFORMATION

Name: _____
(First) (Last)

Business Name: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell #: _____ Work/Home #: _____

Day of Contact If Different Than Above: _____

Website: _____

Facebook: _____

Instagram: _____

ATTACH PHOTOS:

FOR NON-TROY BUSINESS: 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 on along with the exact dimensions of the truck.

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

SALES ITEM DESCRIPTIONS:

CHOWDER SAMPLE(S): _____

OTHER OFFERINGS:

Photo Description(s): _____

Truck Dimensions: _____

Window Located on: _____

PAYMENT

Checks payable to: **Downtown Troy Business Improvement District (BID)**

Credit card payments accepted via Square (invoiced after approval).

KEY POLICIES

- Booths must be clean and professional
- No alcohol consumption, or offensive displays
- Compliance with all local health & fire codes required
- Vendors responsible for collecting and reporting NYS sales tax
- Respectful social media use encouraged

RIGHTS OF THE DOWNTOWN TROY BID

- a) 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.
- b) The Downtown Troy BID may for publicity purposes use any photographs/slides and information received or obtained.
- c) The Downtown Troy BID has the right to limit the number of or offer exclusive rights for specific vendor types.
- d) 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.

CANCELLATION POLICY

- a) 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.
 - b) **There is a non-refundable administrative fee of \$25 with every cancelled application.**
 - c) Reasonable requests for cancellations will be considered on a case-by-case basis and must be made in writing no later than Thursday, August 14. **Any** cancellations or no shows after Thursday, August 14 at 5:00pm will **result in no refund.**
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Application Checklist

- ☐ Completed application form
- ☐ Payment included with application
- ☐ Policies & procedures read and signed
- ☐ At least one (1) digital or physical photo with description of setup and/or inventory
- ☐ **Rensselaer County Health Permit (required for all food vendors)**

SIGNATURE

By signing below, I agree to all rules and policies for Downtown Troy Chowderfest 2025.

Vendor Name (print): _____

Signature: _____

Date: _____