

16th Annual Troy Pig Out Vendor Application

102 3rd St, Troy NY 12180

(518) 212-7397

downtowntroyny.org



Dear Troy Pig Out Applicant,

We're excited to welcome you to the **16th Annual Troy Pig Out** on **Sunday, August 17** from **11:00 AM to 5:00 PM** in **Downtown Troy!**

This beloved BBQ festival draws over 10,000 guests for a full day of food, music, community, and fireworks. This year, we're continuing the **district-wide format**, where Downtown businesses set up right outside their storefronts to compete in a friendly BBQ battle for **People's Choice**.

Here's how it works:

- **BID restaurants** serve \$4 - \$5 BBQ samples and 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, nonprofits, 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, July 31**

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 one of Troy's tastiest traditions!

Sincerely,

Olivia Clemente

Executive Director

Downtown Troy Business Improvement District

16th Annual Troy Pig Out 2025

Sunday, August 17 | 11:00AM to 5:00PM



APPLICATION DEADLINE: THURSDAY, JULY 31

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 16th annual Troy Pig Out will be held **Sunday August 17** in Downtown Troy from **11:00am to 5:00pm**
- Load in will take place on Sunday August 17 at 8:30am rain or shine.
- Your vehicle must be off the event site by 10:30am.
- 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.
- There is no rain date and there will be no refunds.

Application Deadline & Selection Procedure

Application Deadline: THURSDAY, JULY 31

- *Acceptance notifications will be sent within one-two weeks of receiving your application.*
- Vendors will be 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, cotton candy, 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.


Application Checklist

Each applicant must provide the following information with his or her submission.

- ☐ Application filled out completely.
 - ☐ Payment included with application.
 - ☐ Policies and procedures read and **signed**.
 - ☐ At least one (1) digital or physical photo with description of setup and/or inventory included.
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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: 8:30–10:30AM (rain or shine)
 - No early departures; vendors must stay through the entire event.
 - No refunds
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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)

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:

Troy Pig Out is a selective juried festival. **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:

BBQ 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**.

SIGNATURE

By signing below, I agree to all rules and policies for Troy Pig Out 2025.

Vendor Name (print): _____

Signature: _____

Date: _____