

15th Annual Troy Pig Out

Vendor Application

102 3rd St, Troy, NY 12180

(518) 859-9312

Downtowntroyny.Org



Dear Troy Pig Out Applicant,

This year we celebrate the 15th Annual Troy Pig Out on Sunday, August, 18th from 12:00pm to 5:00pm. Located throughout the streets of Downtown Troy, the Annual Troy Pig Out draws over 10,000+ guests to Downtown Troy as patrons enjoy the sights, sounds, smells, and BBQ eats of the city. Part of a deeply rooted tradition for BBQ lovers, these guests stay, shop, eat and enjoy Troy.

Please read through this carefully, as the format of Pig Out has changed from previous years.

This event will take place throughout the streets of Downtown Troy, **NOT** River Front Park. To participate in Troy Pig Out this year, we are asking that restaurants serve \$4 samples of any BBQ option they would like. Each individual business will sell food from their storefront and is responsible for their own sales and keeps all their own proceeds. Chefs are welcome to sell additional items alongside their Pig Out offerings – a premium product, larger plates of BBQ etc. – at their discretion, as well as have their establishments open for regular business. Based on past events the crowd has brought in close to 5,000 people, please use your expertise to the best of your knowledge to account for how much product you will need to sell.

Non-BID restaurants are welcome to participate and will be given a vendor space in Monument Square or paired with a Downtown Troy business.

This is a BBQ competition, and we will be breaking out categories for people's choice and Downtown Troy's Best of BBQ, judged by three Troy natives.

We are currently accepting applications for food, craft, corporate, and non-profit vendors to fill the festival with high quality, diverse offerings. Please read the following packet thoroughly, including the information sheet as well as the policies and procedures before submitting your application. Please provide as much information as possible so we easily understand your setup and inventory.

On behalf of the Downtown Troy BID, we look forward to receiving your application for The 2024 Troy Pig Out. If you have any questions regarding the application process, please contact the Downtown Troy BID offices at (518) 859-9312 or email piper.gregory@troybid.org.

Sincerely,

Piper Gregory
Communications and Special Events Coordinator
Downtown Troy Business Improvement District

15th Annual Troy Pig Out 2024
Sunday, August 18, 2024 | 12:00PM to 5PM



Application Deadline: July 29, 2024

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 15th annual Troy Pig Out will be held **Sunday August 18** throughout Downtown Troy from **12:00pm to 5:00pm**.
- Set up will take place on Saturday, August 18th between 8:30AM & 11AM rain or shine.
- Your vehicle must be off the event site by 11:30AM.
- Vendors selected must vend for the duration of the festival. You may not arrive late or depart before the festival has ended.
- The scheduled rain date for Pig Out is Sunday, August 25th.
- There will be no refunds.

Application Deadline & Selection Procedure

- 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, 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.

Food vendors must supply the following materials at least one week in advance of the first Downtown Troy BID event you participate in for 2024. View Policies and Procedures page for full information.

- Food Vendors: Proof that you have obtained a food permit from the Rensselaer County Department of Health.

Applications can be sent by email to info@troybid.org hand delivered or mailed to 102 3rd St, Troy, NY 12180.

*Make all checks payable to the **Downtown Troy Business Improvement District**. Payment will not be deposited until vendor is accepted. To pay by credit card, check Credit Card via Square Invoice, you will be invoiced following acceptance into the festival.*

Booth Spaces & Vendor Fees

| VENDOR TYPE | BOOTH | ON TIME | BID MEMBER |
|------------------|-----------|---------|------------|
| Craft Vendor | 10' x 10' | \$100 | \$75 |
| Food Vendor | 10' x 20' | \$350 | \$250 |
| Corporate Vendor | 10' x 10' | \$500 | |
| Non-profit | 10' x 10' | \$75 | |
| Farmer | 10' x 10' | \$75 | |

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OFFICIAL VENDOR APPLICATION

Please fill out all fields completely and sign on last page. Incomplete applications will be rejected. If you have any questions about the application, please contact the Downtown Troy BID offices by email piper.gregory@troybid.org or call (518) 859-9312.

CONTACT INFORMATION

Name: _____
(Last) (First)

Business Name: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell #: _____ Work/Home #: _____

Day of Contact If Different Than Above: _____

Tax Payer ID# (EIN) or Social Security (SSN): _____

Website: _____

Facebook: _____

Twitter: _____ Instagram: _____

ATTACH PHOTOS:

Troy Pig Out is a selective juried festival. **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

Please describe ALL items to be sold/solicited in detail. Attach document(s) as needed.

Photo Description(s): _____

Truck Dimensions: _____ Window Located on: _____

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APPLICATION FEES

Please check all that apply and enter the total cost (*payment must match the total amount*).

| VENDOR TYPE | BOOTH | FEE | | BID MEMBER | |
|------------------|-----------|-------|--------------------------|------------|--------------------------|
| Craft Vendor | 10' x 10' | \$100 | <input type="checkbox"/> | \$75 | <input type="checkbox"/> |
| Food Vendor | 10' x 20' | \$350 | <input type="checkbox"/> | \$250 | <input type="checkbox"/> |
| Corporate Vendor | 10' x 10' | \$500 | <input type="checkbox"/> | | |
| Non-profit | 10' x 10' | \$75 | <input type="checkbox"/> | | |
| Farmer | 10' x 10' | \$75 | <input type="checkbox"/> | | |

ADD ON THE ITEM YOU WILL SELL FOR “PEOPLE’S CHOICE & DOWNTOWN TROY CHOICE COMPETITION NO COST:

ITEM YOU WILL USE FOR SAMPLE: _____

ADDITIONAL SPACE REQUEST:

Number of Additional 10' x 10' Space Needed at \$50 each: _____ TOTAL :: \$ _____.

TOTAL AMOUNT OWED: \$ _____.

Payment Type: Cash Credit Card via Square Invoice Check # _____
Money Order

Make all checks payable to the **Downtown Troy Business Improvement District**. Mail check and application to **102 3rd St, Troy NY, 12180**. Payment will not be deposited until vendor is accepted. To pay by credit card, check Credit Card via Square Invoice, you will be invoiced following acceptance into the festival. Your application may also be email to piper.gregory@troybid.org

The Downtown Troy BID will not accept personal checks from any vendor who has had a check returned for insufficient funds. Payment from these vendors must be made via certified check, money order or credit card via Square Invoice.

If your application is not accepted, your payment will be voided and a copy of the payment with be sent via email. Cash will be returned in the mail or in person.

NOTES: Requests for specific spaces will be fulfilled to the best of our ability.



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POLICIES & PROCEDURES

*Please note that admission to the festival is not guaranteed. All applications will be evaluated to determine compatibility with the festival. Accepted applicants will be notified by **Wednesday, July 31** at the latest.*

I. HOURS OF EVENT OPERATION

- a) Please be prepared to set up between the hours of **8:30AM– 11:00AM, rain or shine**
- b) Vehicles are not allowed in the festival area during the hours of operation with a 30-minute buffer before and following.
- c) Booths must stay open and operational during the show hours.
- d) The Vendor shall be substantially present at the exhibit space for the duration of the show hours and shall have qualified, experienced and responsible staff available at all times.

II. FOOD PERMIT

- a) Food Vendors must obtain a food permit from the Rensselaer County Department of Health. The health permit must also be presented on site for inspection.

III. VENDOR SPACE

- a) Vendors must provide their own water, electricity (unless requested), tents, tables and chairs.
- b) The vendor shall be liable for delivery, handling, set-up and removal of its own displays and materials.
- c) All preparation items and products must be kept at your booth. All excess inventory must be stored out of sight.
- d) Vendor space, table covers, and backdrops must match and not be offensive in event organizer's judgment.
- e) All displays shall be kept neat and clean with the vendor responsible for cleanup at the end of the show by removing equipment, inventory and improvements, and leaving the exhibit space in the same condition as on delivery.
- f) If repair and cleaning costs are incurred and the Downtown Troy BID determines the vendor is responsible, the vendor will be billed for the cost of the repair.

IV. GENERATOR

- a) Vendors that are using an electric generator, any other motor must soundproof that device to the satisfaction of the Downtown Troy BID. Honda quiet generators are suggested.

V. VENDOR BEHAVIOR & RESPONSIBILITY

- a) Vendor will comply with all rules of the festival site.
- b) The Vendor shall conduct business in accordance with all laws and highest standards of business ethics.
- c) Vendors may not hawk, peddle, sell, or advertise outside the assigned area.
- d) Vendors may not distribute literature or any other items to passers-by while standing outside of the assigned area.
- e) Event Organizers reserve the right to ask a Vendor to leave, when in its opinion, the Vendor is found to be disruptive to the show, other Vendors, or customers; the Vendor forfeits the exhibit fee.
- f) The Vendor shall not increase or decrease prices once the show opens to the public.
- g) The Vendor shall not consume nor permit his/her staff to consume alcoholic beverages while vendor/staff are participating at the festival.
- h) Vendors are solely responsible for collecting and paying all New York State sales tax and shall properly display their New York State Sales Tax Certificate.
- i) The Vendor will make responsible decisions about their use of social media. Vendors are personally responsible for the content they publish online. Be aware of your association with the event in online social networks. Provide worthwhile information and perspective. The event brand is best represented by its people and what you publish may reflect on that brand. Please post appropriate and respectful content.
- j) No Pets Allowed.



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VI. HEALTH & SAFTY

- a) The Vendor shall obey all fire regulations and County, State and other applicable laws.
- b) 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.
- c) Vendors that are using deep fryers shall at all times have a 6-liter, K-type fire extinguisher within the permitted exhibition space.
- d) Vendors shall allow Troy Fire Department to inspect said fire extinguisher, as well as the permitted exhibition space.
- e) Food Vendors must obtain a food permit from the Rensselaer County Department of Health. The health permit must also be presented on site for inspection.

VII. 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.

VIII. 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) Reasonable requests for cancellations will be considered on a case-by-case basis and must be made in writing no later than Monday, August 16. **Any cancellations or no shows after Monday, August 12 at 5:00pm will result in no refund.**

I as the undersigned, agree to abide by the rules set forth in these policies & procedures, and all attachments. I also agree to assume the risk of loss to my merchandise and other property of myself and my staff, whether from breakage, damage, loss, theft, disappearance or any other cause, for the duration of the event, including set up and closing. Furthermore, I agree to indemnify and save the Event Organizer, the Downtown Troy Business Improvement District, and the City of Troy harmless from any and all claims, actions, damages, liability and expense, including attorney's fees, in connection with loss of life, personal injury and/or damage to property that may be done or suffered by reason of my fault or negligence in the performance of or negligence in the performance of or failure to perform my responsibilities as stated in this application and enclosed Policies & Procedures, or occasioned all or in part by any act or omission by myself, my agents or employees.

I understand and agree to abide by the above policies & procedures. Upon acceptance of my application, this form will be binding and will represent the terms of the permit agreement.

SIGNATURE REQUIRED

Authorized Signature: _____

Vendor Name (Please Print): _____ Date: _____