

Rockin' on The River 2023

102 Third St, Troy, NY 12180

(518) 755-0990

DowntownTroy.Org

Dear Rockin' on The River Applicant,

This year we celebrate four concerts at the Waterfront, located at Riverfront Park as part of our 2023 Rockin' on The River summer concert series. Starting Wednesday, June 28 and running every other week until Wednesday, August 9. The series attracts thousands of guests of all ages and demographics to downtown Troy each week.

Dates Include

Wednesday June 28

Wednesday July 12

Wednesday July 26

Wednesday August 9

We are currently accepting applications for food and craft vendors to fill the concert 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 Rockin' on The River 2023. If you have any questions regarding the application process, please contact the Downtown Troy BID offices at (518) 755-0990 or email info@troybid.org.

Sincerely,

Olivia Clemente

Executive Director

Downtown Troy Business Improvement District

Rockin' on The River 2023
Wednesdays | 5:30 p.m. to 8:30 p.m.

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

- Rockin' on The River at the waterfront will take place every other Wednesday beginning June 28 and running through August 8 from **5:30 p.m. to 8:30 p.m.** in Riverfront Park
- Load in will take place Wednesdays between 3:00 p.m. & 4:30 p.m. Your vehicle must be off the event site by 4:30PM.
- Vendors selected must vend for the duration of the festival and may not arrive late or depart before the festival has ended.
- There is no rain date and there will be no refunds.

Application & 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.

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.

All vendors must supply the following materials at least one week in advance of the first Downtown Troy BID event you participate in for 2023. View Policies and Procedures page for full information.

- Proof of Commercial General Liability Insurance listing the Downtown Troy Business Improvement District **AND** City of Troy as additionally insured.
- 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 or hand delivered or mailed to 102 Third 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	WEEKLY	FULL SEASON	BID MEMBER
Food Vendor	10' x 10	\$100	\$400	\$50/\$200
Craft Vendor	10'x10	\$50	\$200	\$25/\$100
Business Vendor	10x10	\$300	\$500	\$50/\$150

Corporate vendors may participate for promotional purposes only; no on-site sales are permitted.

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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 at (518) 755-0990 or email info@troybid.org.

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:

Rockin' on The River is a selective juried event. **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, 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 DESCRPTIONS

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	WEEKLY	FULL SEASON	BID MEMBER
Food Vendor	10' x 10'	\$100 <input type="checkbox"/>	\$400 <input type="checkbox"/>	\$50 / \$200 <input type="checkbox"/>
Craft Vendor	10' x 10'	\$50 <input type="checkbox"/>	\$200 <input type="checkbox"/>	\$25/ \$100 <input type="checkbox"/>

If single dates, please check all that apply

- Wednesday, June 28
- Wednesday, July 12
- Wednesday, July 26
- Wednesday, August 9

*Vendors must supply their own power cords. Electricity is available on an extremely limited basis. All vendors are encouraged to bring a generator if they need power. **Generators must be quiet versions and are subject to approval.** If staff determines that your generator is disruptive to the festival, you may be asked to turn it off.*

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 Third Street, 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.

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 will 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.

POLICIES & PROCEEDURES

Please note that admission to the festival is not guaranteed. All applications will be evaluated to determine compatibility. Accepted applicants will be notified.

I. HOURS OF EVENT OPERATION

- a) Please be prepared to set up between the hours of **3:00 p.m. & 4:30 p.m. 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. INSURANCE / WORKERS COMPENSATION / FOOD PERMIT

- a) Vendor to provide Proof of Commercial General Liability Insurance meeting the requirements below and list the Downtown Troy Business Improvement District AND City of Troy as additionally insured. If you are vending at multiple events throughout the season, Individual COIs for each event will not be required so long as there are no date restrictions on the COI.
 - a. \$1,000,000 Each Occurrence
 - b. \$2,000,000 Aggregate
 - c. \$1,000,000 Products and Completed Operations
 - d. \$2,000,000 Products and Completed Operations Aggregate
 - e. \$1,000,000 Advertising and Personal Injury Liability
- b) 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, electric (unless requested AND paid for), 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.

VI. HEALTH & SAFTY

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- 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) 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 the Friday prior to the event.
- d) Any cancellations or no shows after the Friday prior to the event at 5:30 p.m. 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. Further, 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: _____