



Corporate Vendor

Albany Latin Festival Association

August 26th, 2017

**ALBANY LATINFEST 2017
FOOD, CRAFT AND INFORMATION BOOTH VENDOR APPLICANTS.**

Dear Vendor:

Plans for LATINFEST 2017 are well underway. This year the festival will take place at the Washington Park Parade Grounds on Saturday, August 26th, 2017 from 11:00 A.M. until 6:00 P.M. (In the event of rain, LATINFEST 2017 will be staged under the I-90 & I-787 Interchange, north of the Corning Preserve). As in the past, LATINFEST will highlight a variety of Hispanic music representing the rich cultural traditions and talents of Latin American performing artists. Last year's festival attracted an attendance of approximately 10,000 individuals throughout the day. The crowd celebrated with the sensational Grupo Rebolú, Los Sabrosos de la Bachata y el Típico, and Charlie Donato y su Son Ideal also joined the festival.

Due to the increasing popularity of LATINFEST and limited space availability, the Albany Latin Festival Association (ALFA) will accept a limited number of food, craft, and information booth vendors through a selection process. In order to provide everyone a fair opportunity to participate, vendors will be chosen by a selection committee comprised of ALFA members. Those selected will represent a variety of foods, attractive displays, and competitive prices. Selected food vendors must comply with all Albany County Department of Health Temporary Food Service Permit requirements. ALFA will submit to the Dept. of Health information related to equipment and details of food vendor booth set-up. The Dept. of Health will contact those food vendors for whom further information is required. Selection of vendors will be fair and impartial.

Please find enclosed an application packet for LATINFEST 2017. The vendor application requests all vendor information, and includes information such as fees and other vendor standards. The Terms and Conditions should be read and understood before signing the application. Applications that are not fully complete may be rejected. Please sign and return both the (1) Application and (2) the Terms and Conditions.

In order to effectively proceed with the selection process all pertinent information must be forwarded to ALFA on or before the **application deadline of May 31st, 2017**. Although, ALFA has reserved a grace period to allow for unforeseen delays, the **extended deadline is June 30th, 2017, this extended date will require a \$50 late fee**. ALFA will communicate responses to applicants via telephone or mailing shortly after the above deadlines and expect **payment by July 25, 2017**. There will be no exceptions to this policy.

Please send all correspondence to: Albany Latin Festival Association, P.O. Box 6806, Albany, NY, 12206.

On behalf of the Albany Latin Festival Association, we look forward to receiving your application for LATINFEST 2017. If you have any questions or concerns regarding the application process, please contact our Vendor Committee Chairperson, Nelson Flores at (518) 334-1403.

Sincerely,

Albany Latin Festival Association
Vendor Committee

**Albany Latin Festival Association
P.O. Box 6806
Albany, NY 12206**



Corporate Vendor

Albany Latin Festival Association

August 26th, 2017

**TERMS AND CONDITIONS FOR VENDOR PARTICIPATION
LATINFEST 2017
August 26th, 2017**

1. I agree that upon sale of merchandise I will give a receipt upon request.
2. I agree not to hold the City of Albany, on whose property I am privileged to sell my wares, or the Albany Latin Festival Association (ALFA) responsible for personal injuries or property damage, and I agree not to be party to any legal action against them.
3. I agree to pay sales tax on all sales direct to Government Authorities.
4. I will cause no damage to Washington Park nor deface City property in any way and I agree to reimburse the City of Albany in full for all expenses incurred in repairing any damage caused by me, or my set-up/booth.
5. I agree to provide ample refuse bags to condense and secure all waste my booth produces, in order for City Department of Parks and Recreation personnel to pick up periodically during the festival. I agree to comply with the September 1, 1992 New York State Source Separation Law when Vending for the City of Albany. I agree to separate all my waste for proper recycling and disposal.
6. All exhibitor personnel, merchandise, fixtures, etc., on the premises are my own sole responsibility. I agree to indemnify and hold harmless the City of Albany upon whose property I am selling my wares and The Albany Latin Festival Association from all liability stemming from their presence or their acts.
7. I agree to abide by all applicable state, federal, and local laws and any rules and request that the City of Albany may make from time to time for the safety and operation of this event.
8. The Albany Latin Festival Association may use any photographs and information for publicity purposes.
9. If I use an electric generator or any other motor, I agree to **sound-proof** that device as per the City of Albany's requirements.
10. I understand that glass containers or pets are not allowed in the Park for this event.
11. I am fully aware and agree that my permit may be revoked for infraction of the foregoing regulations, and realize that penalty for not observing these regulations is cancellation of my space and forfeiture of the booth fee.
12. I understand that all payments are non refundable and if I choose to not participate or abandon my booth I will not be refunded.

Signature _____

Date _____



Corporate Vendor

Albany Latin Festival Association

August 26th, 2017

Business Name: _____

Owner Name: Last: _____ First: _____

Address: Street/PO Box: _____

City/State/Zip: _____

Phone: Business: _____ Home/Cell: _____

E-mail Address: _____

Federal Tax ID #: _____

The terms and conditions of my participation includes adherence to the "Terms and Conditions for vendor participation". My signature affixed hereto is confirmation that I have read this contract and will abide by its terms.

Vendor Signature _____ Date: _____

Describe type of food and/or merchandise to be sold with itemized pricing, or attach a food menu or a merchandise price list.

Photo Description:

Corporate Vendor (10' long x 10' deep) Quantity _____ **\$550**
Indicate alternate size, if required: _____. Additional fee may be assessed.

Checklist: Make sure to include the following requirements-

1. **Check or Money Order** payable to Albany Latin Festival Association.
2. **Copies of Workers Compensation and Disability Insurance certificates** or a **CE-200 Certificate of Attestation of Exemption**.
3. Photograph marked with exhibitor's name.