

21st Annual Troy River Fest
Vendor Application
102 Third St, Troy, NY 12180
(518) 212-7397
downtowntroyny.org



Dear Troy Riverfest Applicant,

We're excited to invite you to join us for the **21st Annual Troy Riverfest on Sunday, May 18, from 11 a.m. to 5 p.m.** This beloved festival highlights locally crafted goods, handmade items, and delicious cuisine, curated to appeal to all ages and interests. Held in the heart of Monument Square, **the event draws over 15,000 visitors** and extends into the surrounding streets, showcasing the charm of our historic downtown.

Riverfest offers a family-friendly experience featuring food and craft vendors, live music, face painting, chalk art, and more.

We are now accepting applications for vendors to bring diverse, high-quality offerings to this year's event. Please carefully review the included packet with detailed policies, procedures, and the application form. Be thorough in your submission, including details about your setup and inventory.

Applications must be submitted by Thursday, April 17, to be considered.

We look forward to reviewing your application and welcoming you to this year's Troy Riverfest. For questions, please contact the Downtown Troy BID at (518) 212-7397 or email us at info@troybid.org.

Sincerely,

Olivia Clemente
Executive Director
Downtown Troy Business Improvement District

21st Annual Troy River Fest
Sunday May 18, 2025 | 11 a.m. to 5 p.m.



APPLICATION DEADLINE: Thursday, April 17

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 **21st Annual Troy Riverfest will be held on Sunday May 18 from 11 a.m. to 5 p.m.** in Troy's Monument Square and surrounding River Street, Broadway, 1st and 2nd Streets.
- Load in will take place on **Sunday, May 18 between 8 a.m. and 10 a.m. rain or shine.** Your vehicle must be off the event site by 10 a.m. There is no rain date and there will be no refunds.
- 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.

Selection Procedures & Application Deadline

- A panel of artists and makers will ensure the highest quality of goods through screening of applications. Careful consideration will be made for local hand-curated and/or handcrafted goods.
- All vendors will ultimately be determined and 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 Deadline: Thursday April 17**
- Acceptance notifications will be sent a week after receiving your application, if you do not hear from the BID please email info@troybid.org for status of your application.

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Booth Spaces & Vendor Fees

VENDOR TYPE	BOOTH	NORMAL	BID MEMBER	EXCLUSIVE RIGHTS
Craft Vendor	10' x 10'	\$150	\$75	Additional Fees Apply
Food Vendor	10' x 20'	\$300	\$200	Additional Fees Apply
Corporate Vendor	10' x 10'	\$500		Additional Fees Apply
Non-profit	10' x 10'	\$65		Additional Fees Apply

Electricity can be purchased at a rate of \$50.00. An additional 10' x 10' space can be purchased at a rate of \$50 per additional space. Corporate vendors may participate for promotional purposes only; no on-site sales are permitted.

Troy Riverfest Vendor Guidelines

Please note that admission to the festival is not guaranteed. All applications will be evaluated to determine compatibility with the festival's mission. Accepted applicants will be notified a week after application is received, if you do not hear from the BID please contact info@troybid.org for status of your application.

- Event Changes:** The Downtown Troy BID can change event details or cancel without notice but will make reasonable efforts to notify vendors in advance.
- Vendor Setup:** Vendors must bring their own water, electricity (unless prearranged and paid for), tents, tables, and chairs. Setup is from 8–10 AM, rain or shine.
- Booth Standards:** Booths must be neat, match adjacent displays, and keep excess inventory out of sight.
- Generators:** Quiet generators (e.g., Honda) are recommended and must be soundproofed to BID satisfaction.
- Vehicles:** No vehicles are allowed in the festival area during operating hours. Vehicles must leave by 10 AM.
- Operating Hours:** Booths must stay open during official hours. Opening or closing early is not permitted.
- Cleanup:** Vendors must leave their space clean and are responsible for setup, takedown, and any damages.
- Professional Conduct:** Vendors must adhere to all laws and operate within their assigned space. No hawking or distributing materials outside the booth.

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9. Insurance: Vendors must provide proof of liability insurance and list the Downtown Troy BID and City of Troy as additional insured.
10. **Food Vendors:** Must obtain a Rensselaer County Health Permit, submit it to the BID a week before the event, and display it on-site.
11. **Staff Presence:** Vendors or staff must be at the booth during show hours.
12. **BID Rights:** The BID may remove disruptive vendors without refunds.
13. **Pricing:** No price changes are allowed during the event.
14. **Safety:** Vendors must follow fire regulations.
 - Food vendors need a 10 lb ABC fire extinguisher.
 - Vendors with deep fryers need a 6-liter K extinguisher.
15. **Photography:** The BID may use photos or information for publicity.
16. **Taxes:** Vendors are responsible for collecting and remitting NY State sales tax.
17. **Social Media:** Post respectful, appropriate content that reflects positively on the event.
18. **Vendor Limits:** The BID may limit or grant exclusivity to certain vendor types.
19. **Cancellation Policy:**
 - Cancellations must be requested in writing by May 2.
 - No refunds for cancellations or no-shows after May 2.
 - A \$25 non-refundable administrative fee applies to all cancellations.
20. **Rain Policy**
 - In the event of rain, the festival will proceed as scheduled. Unfortunately, we cannot reschedule, and no refunds will be issued.
21. **Additional Rules:** The BID may establish additional rules for safety and success. Vendors must comply with all event rules.

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.

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SIGNATURE REQUIRED

Authorized Signature: _____

Vendor Name (Please Print): _____ Date: _____

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) 212-7397 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: _____

Website: _____

Facebook: _____

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Instagram: _____

PLEASE NOTE:

All **food vendors** must supply proof of Commercial General Liability insurance, worker's compensation (C105.2) and disability (DB-120.1) OR a Certificate of Attestation of Exemption (CE-200) and list the Downtown Troy Business Improvement District and City of Troy as additionally insured. They must also obtain a food permit from the Rensselaer County Department of Health and deliver a copy of the permit along with insurance certificate to the Downtown Troy BID office at least one week prior to the event. The health permit must also be presented on site.

ATTACH PHOTOS:

Troy River Fest 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.

Photo Description(s): _____

Truck Dimensions: _____

Window Located on: _____

SALES ITEM DESCRPTIONS

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

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All craft vendor inventory must be handmade!

APPLICATION FEES

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

VENDOR TYPE	BOOTH	NORMAL	BID MEMBER
Craft Vendor	10' x 10'	\$150 <input type="checkbox"/>	\$75 <input type="checkbox"/>
Food Vendor	10' x 20'	\$300 <input type="checkbox"/>	\$200 <input type="checkbox"/>
Corporate Vendor	10' x 10'	\$500 <input type="checkbox"/>	
Non-Profit Vendor	10' x 10'	\$65 <input type="checkbox"/>	

ADDITIONAL SPACE REQUEST: Each additional 10' x 10' space has a fee of \$50.

Number of 10' x 10' Space: _____ TOTAL :: \$_____._____

ELECTRICITY: One (1) 20 amp 120 volt outlet has a fee of \$50.

Requesting Electricity: _____ TOTAL :: \$_____._____

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.

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EXCLUSIVITY RIGHTS: Additional Fees Apply. If checked, the Downtown Troy BID will reach out to you.

Check if you would like to be considered for exclusive sales?

Note Item(s): _____

TOTAL AMOUNT OWED: \$ _____.

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

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

Make all checks payable to the Downtown Troy Business Improvement District. Mail check and application to 102 Third 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. 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.

Application Checklist:

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

- Application filled out completely.
- Troy Riverfest Vendor Guidelines read and signed.
- At least one (1) digital or physical photo with description of setup and/or inventory included.
- Payment in the form of cash, check, credit card via square invoice or money order made payable to the Downtown Troy BID.

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Applications can be sent by email to info@troybid.org hand delivered or mailed to 102 Third St, Troy, NY 12180. Credit cards payments will be accepted via square invoice.