

Chowderfest 2024
Vendor Application
102 Third St, Troy, NY 12180
(518) 859-9312
DowntownTroy.Org



Dear Chowderfest Applicant,

We're excited to continue our city-wide celebration of soup with Chowderfest on Sunday, **October 13, 2024, from 12 p.m. to 5 p.m.** Join us for an afternoon of exploring Downtown Troy while sampling a variety of delicious chowders from local businesses. The festival will transform the Downtown District into a haven of savory soups, attracting over 10,000+ food enthusiasts to enjoy our scenic and historic area. This family-friendly event invites visitors to wander through the streets, savor exceptional food, and enjoy live music performances.

We are now accepting vendor applications to enhance the festival with a range of high-quality and diverse offerings. Please review the entire application packet, including the information sheet and policies and procedures, before submitting your application. Ensure your application is received by October 7th to be involved in marketing and a part of the festival, we will not accept anyone after this date.

We look forward to your participation in Chowderfest 2024! For any questions about the application process, contact the Downtown Troy BID at **(518) 859-9312** or email **piper.gregory@troybid.org**.

Sincerely,

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

Chowderfest 2024
Sunday, October 13, 2024 | 12 p.m. to 5 p.m.



APPLICATION DEADLINE: Monday, October 7, 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 17th Annual Chowderfest will be held on **Sunday, October 13, 2024 from 12 p.m. to 5 p.m.**
- Load in will take place on Sunday, October 13, 2024. between 9 a.m. to 11:45 a.m., rain or shine. Your vehicle must be off the event site by 12 p.m.
- The scheduled rain date for this event will be October 20, 2024
- 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.

Application Checklist

To complete your application, please provide the following:

1. **Completed Application:** Ensure the application form is filled out in full.
2. **Signed Policies and Procedures:** Read and sign the attached policies and procedures document.
3. **Photo of Setup:** Include at least one digital or physical photo showing your setup and/or inventory, with a description.
4. **Payment:** Submit payment via cash, check, credit card (via Square invoice), or money order made payable to Downtown Troy BID.
5. **Food Vendor Requirements:**
 - Insurance: Provide proof of Commercial General Liability insurance OR a Certificate of Attestation of Exemption (CE-200). List Downtown Troy BID and City of Troy as additional insured.
 - Food Permit: Obtain a food permit from the Rensselaer County Department of Health. Submit a copy of the permit and insurance certificate to the Downtown Troy BID office at least one week before the event. The health permit must also be presented on-site.

Note: The food permit requirement applies only if you are setting up outside your restaurant's usual location.

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.

Booth Spaces & Vendor Fees:

VENDOR TYPE	BOOTH	NORMAL	BID MEMBER	EXCLUSIVE RIGHTS
Craft Vendor	10' x 10'	\$50	\$25	Additional Fees Apply
Food Vendor	10' x 20'	\$350	\$250	Additional Fees Apply
Corporate Vendor	10' x 10'	\$500		Additional Fees Apply
Non-profit	10' x 10'	\$65		Additional Fees Apply

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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) 859-9312 or email piper.gregory@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: _____

Twitter: _____ Instagram: _____

PLEASE NOTE: All food vendors must 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. **The food permit requirement applies only if you are setting up outside your restaurant's usual location.**

ATTACH PHOTOS:

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): _____

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Truck Dimensions: _____ Window Located on: _____

SALES ITEM DESCRIPTIONS

Please list the Chowder you will be selling as your sample and other items you will have for sale.

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.*

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): _____

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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 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 with be sent via email. Cash will be returned in the mail or in person.

Downtown Troy BID 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.

- Event Changes:** The Downtown Troy BID reserves the right to alter or cancel the event, including changes to location, dates, and hours, without prior notice. We will make reasonable efforts to notify vendors in advance.
- Vendor Responsibilities:** Vendors must provide their own water, electricity (unless pre-requested and paid for), tents, tables, and chairs. All display elements must be cohesive and non-offensive. Excess inventory must be kept out of sight.
- Generators:** If using a generator or other motor, it must be soundproofed to the Downtown Troy BID's satisfaction. Quiet generators are recommended.
- Setup Time:** Setup is between 9 a.m. and 11:45 a.m., rain or shine.
- Vehicle Access:** Vehicles are prohibited in the festival area during event hours. All preparation items must be kept at your booth, and vehicles must be removed by 12 p.m.
- Operational Hours:** Booths must remain open during official show hours and cannot open or close outside these times.
- Clean-up:** Vendors must maintain a clean display and remove all equipment, inventory, and improvements after the show. Vendors are responsible for their own setup, teardown, and cleanup. If repairs or cleaning costs are incurred due to vendor negligence, the vendor will be billed.
- Conduct:** Vendors must adhere to all laws and ethical standards. Sales, advertising, and literature distribution are restricted to the assigned area.
- Food Vendors:** Must obtain a food permit from the Rensselaer County Department of Health and submit a copy, along with an 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. Contact the Department of Health at (518) 270-2655.
- Staff Presence:** Vendors must have qualified staff present at their booth for the entire duration of the event.

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- 11. **Event Conduct:** Vendors may be asked to leave if deemed disruptive; fees will not be refunded.
- 12. **Pricing:** Prices cannot be altered once the event opens to the public.
- 13. **Regulations Compliance:** Vendors must follow all fire regulations and applicable laws. Food vendors must have the appropriate fire extinguishers and allow inspections by the Troy Fire Department.
- 14. **Alcohol:** Consumption of alcoholic beverages by vendors and staff is prohibited during the event.
- 15. **Media Use:** The Downtown Troy BID may use photographs, slides, and information obtained for publicity purposes.
- 16. **Sales Tax:** Vendors are responsible for collecting and paying New York State sales tax and must display their Sales Tax Certificate.
- 17. **Social Media:** Vendors should use social media responsibly, ensuring their online presence reflects positively on the Chowderfest brand.
- 18. **Vendor Limits:** The Downtown Troy BID may limit the number of vendors or offer exclusive rights for certain types.
- 19. **Additional Rules:** Event organizers may establish additional rules for the safe and successful operation of the festival.
- 20. **Site Rules:** Vendors must comply with all festival site rules.
- 21. **Cancellation Policy:**
 - Cancellations must be submitted in writing by October 9, 2024.
 - No refunds for cancellations or no-shows after 5:00 p.m. on October 9, 2024.
 - Refunds are not typically issued; credits for future events may be offered. Appeals can be made in writing to the BID office.

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:** _____

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FOR OFFICIAL USE ONLY:

Payment Type: _____

Check #: _____

Date Received: ____ / ____ / ____

Received By: _____

Entered In Master: Entered In CC: Confirmation Email Sent: Payment Processed & Recorded:

NOTES:
