



River Street Festival
Saturday June 16th 10:00AM-5:00PM
Official Vendor Application

Please fill out all fields completely. Incomplete applications will be discarded. If you have any questions about the application, please feel free to call us at (518) 279-7997.

CONTACT INFORMATION

Contact Person:

E-mail Address:

Mailing Address:

Business Phone (for contact before the festival):

Cell Phone (for contact on the day of the festival):

BUSINESS INFORMATION

Business Name:

Web Site:

Taxpayer Identification Number (EIN):
or (SSN):

Please indicate the nature of your art or craft by marking the appropriate category.
All items must be handmade.

- Baskets
Candles
Clothing & Accessories
Decorative Painting/Folk Art
Dolls & Stuffed Animals
Dried Flowers/Herbs/Potpourri
Food
Furniture
Graphic/Fine Arts
Jewelry
Leather/Sheepskin
Other:
Metals (Other than Jewelry)
Musical Instruments
Other Media
Photography
Pottery
Quilts & Quilted Items
Rugs
Stained/Beveled/Etched/Blown Glass
Toys
Wood Accessories
Wreaths

The application deadline is Friday, June 1st, 2012.



River Street Festival Saturday June 16th 10:00AM-5:00PM **RULES AND REGULATIONS:**

Please keep this sheet for your reference. If you have any questions about rules and regulations, please feel free to call us at (518) 279-7997.

1. Exhibit space, table covers and backdrops must match the exhibit and not be offensive in event organizer's judgment to adjacent exhibit spaces. All excess inventory must be stored out of sight.
2. Exhibitor will comply with all rules of the festival site.
3. Please be prepared to set up on Saturday, June 16, 2012 between the hours of **6:30 AM and 8:30 AM**. Exhibitors must be prepared by **9:30 AM Saturday** for festival operation.
4. **Vehicles are not allowed in the festival area** during the hours of operation, and all preparation items and products must be kept at your booth.
5. Booths must stay open and operational during the show hours. Booths cannot be broken down or vacated prior to the closing time on either day.
6. All displays shall be kept neat and clean with the Vendor responsible for clean-up at the end of the show by removing equipment, inventory and improvements, and leaving the exhibit space in the same condition as on delivery. The Vendor shall be liable for delivery, handling, set-up and removal of its own displays and materials.
7. The Vendor shall conduct business in accordance with all laws and highest standards of business ethics.
8. **NO PETS ALLOWED.**
9. The Vendor must comply with all Health Department Regulations and obtain necessary permits required from the Rensselaer County Department of Health if operating a food concession. The Department of Health can be reached at (518) 270-2655. Vendor must provide a copy of health permits on site.
10. **All food vendors must supply proof of insurance**, and list the Downtown Troy Business Improvement District and City of Troy as additional insured. Vendor must send proof of insurance to 251 River Street at least one week before the event.
11. 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.
12. 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.
13. The Vendor shall not increase or decrease prices once the show opens to the public.
14. The Vendor shall obey all fire regulations and County, State and other applicable laws.
15. The Vendor shall not consume nor permit his/her staff to consume, alcoholic beverages while vendor/staff are participating at the festival.
16. 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.

The application deadline is Friday, June 1st, 2012.