

Albany County Cares- Live Life Local Vendor Information Guide

Date: Saturday, November 5, 2016
Time: 10am-3pm
Location: Crossgates Mall, Lower Level wing near Lucky Strike Social, Guilderland

What will the festival encompass?

Local business vendors, nonprofit organizations, artists and artisans operating in Albany County and surrounding counties are invited to sell their products/services to the public.

Benefits of small businesses participating:

This festival provides an opportunity for vendors to reach a greater audience, sell products/services directly to the public, and educate the public about their business. Additionally, this festival will serve as a networking opportunity where vendors will meet likeminded, creative business owners, uncover partnering opportunities, and feel more connected to the local community.

Vendor Information, Eligibility & Requirements:

- Businesses selling products/services other than food and beverages which are limited to businesses located in Crossgates Mall.
- All vendors must sign the attached disclosure and the hold harmless form, as well as provide insurance to ensure that Albany County and Crossgates Mall General Company Newco, LLC are held harmless from any liabilities related to vendor's products.
- All vendors are responsible for their own sales, sales tax, and must display their sales tax I.D. at their assigned booths.
- Space is limited. Vendors must indicate if they will need the (1) 8 foot table provided or if they are bringing their own table (not to exceed 8 feet).

Vendor registration:

Participation is on a first come- first served basis. Registrations will be accepted immediately until the event is full or no later than October 25th. There is no cost to participate. Forms may be emailed or sent by mail.

Legal requirements:

- An event insurance certificate under your business' General Liability Insurance amounting to \$1,000,000 is required. Your insurance company should be able to provide additional information on how to go about obtaining the certificate. For the insurance certificate: CROSSGATES MALL GENERAL COMPANY NEWCO, LLC, C/O THE PYRAMID COMPANIES, THE CLINTON EXCHANGE, 4 CLINTON SQUARE, SYRACUSE, NY should be certificate holder. County of Albany and Crossgates Mall General Company Newco, LLC should be listed as additional insureds for the Live Life Local Event to be held at Crossgates Mall on November 5, 2016. Crossgates Mall address is 1 Crossgates Mall Road, Albany, NY 12203.
- All vendors are responsible for any sales tax obligations both on the state and local level

from transactions.

- Event insurance certificates and registrations done via mail should be submitted to:

Albany County Executive's Office
Attn: Mary Rozak
112 State Street, Suite 900
Albany, NY 12207

The following is not allowed at the event under any circumstances:

Helium

Open flames

Weapons

Explosives

All necessary forms can be found at <https://www.facebook.com/pages/Albany-County-Live-Life-Local/315288521953223>. Failure to adhere to the requirements outlined above will disqualify vendors from participating in this event. Vendors who need electric at their booth must indicate such need in their application. All questions should be directed to either our Facebook page or livelifelocal@albanycounty.com.

We look forward to seeing you November 5th!