

# Albany VegFest 2022 Exhibitor Guidelines

## Event Details

Albany Capital Center

Sunday October 2, 2022

11:00 am to 5:00 pm (public) with early admission 10:30 am to 11:00 am for CRVN members & recurring donors

**Booth Set Up / Tear Down** – Volunteers will be on hand to assist vendors in setting up and tearing down. The Albany Capital Center has elevators as well as escalators and is wheelchair accessible from the outside. Handcarts will not be provided to exhibitors on an individual basis.

**Set Up Time** Sunday, October 2, 7:00 am – 10:30 am. We will assign vendors to arrive during different windows of time based on expressed needs at the time of registration. We will do our best to accommodate all vendors and see that vendors are comfortably set up and ready to go prior to doors opening at 10:30 am.

## Two Entrances to Unload:

- 1) **Front door** - You may pull up to the front of the building and unload your supplies. Volunteers will be on hand to bring items up to your table while you find parking.
- 2) **Freight Elevator** - If you have a large amount of supplies to transport, it may be easier to pull underneath the Albany Capital Center and utilize the freight elevator. Volunteers will be on hand to assist you in bringing up your supplies to your table.

**Tear down**, 5:00 pm and not before. Must vacate the building by 7:00 pm. Removal of items prior to event closing is prohibited due to safety and consideration of attendees and exhibitors.










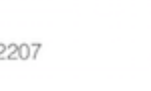

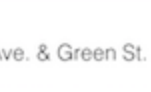
## Parking

The Albany Capital Center has multiple parking options (see map). The following are suggestions for Albany VegFest 2022:

- 1) **Albany Capital Center Parking Garage**- 100 spots
  - o Located beneath the facility. Entrance at 7 Wendell Street.
  - o Paid parking
- 2) **Times Union Parking Garage**- 1,000 spots
  - o Entrance on Market Street. Clearance of 6'6".
  - o Paid parking
- 3) **Hudson-Green Parking Garage**- 900 spots
  - o Entrance at Hudson Ave. and Green Street
  - o Free parking
- 4) **On street**
  - o Free parking

## Albany Capital Center Parking Map



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**Albany Capital Center Parking Garage**  
 - Enter at 7 Wendell St., Albany, NY 12207
 
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**Times Union Center Parking Garage**  
 - Enter at 100 Beaver St., Albany, NY 12207  
 - Enter at Market St., Albany, NY 12207  
 - Connected to ACC via Capital Complex Walkway
 
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**Renaissance Albany Hotel Parking Garage**  
 - Enter at 49 Howard St., Albany, NY 12207  
 - Connected to ACC via Hotel Walkway
 
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**Empire State Plaza Visitor Parking Lot**  
 - Enter at S. Mall Arterial, V Lot  
 - Connected to ACC via Capital Complex Walkway
 
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**80 State Street Parking Garage**  
 - Enter at 11 S. Pearl St, Albany, NY 12207
 
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**Hudson-Green Parking Garage**  
 - Enter at the intersection of Hudson Ave. & Green St.  
 Albany, NY 12207
 

Find more [downtown Albany parking information here](#).

**Exhibitor Booth Area** Materials are to be restricted to the immediate area of your booth. Exhibitors are

responsible for their booth area and booths are not to be left unattended. The Rules and Regulations must be read and accepted via the online registration.

**Food Vendors** All vendors serving hot or prepared food must have a valid Albany County Department of Health permit displayed on their table for the entire duration they are serving food. The \$30 fee for a permit is included in the cost of food vendor registration. Timely submission of vendor paperwork is required to complete this registration process.

**Liquid Waste** All vendors who have liquid waste which needs to be disposed of at the end of the day need to comply with the approved manner of liquid waste removal which will be communicated prior to VegFest. Failure to comply with the approved manner of liquid waste removal can result in your business or organization being charged for expenses billed from the ACC in order to unclog and maintain their facilities including but not limited to sinks and toilets.

**Sales tax and Not for Profits** Exhibitors selling product must have a valid certificate complying with NYS sales and tax in their booth, as issued by NYS Department of Taxation and Finance. Not for profits must display their federal tax ID number.

**No animals allowed-** The Albany Capital Center does not allow animals inside the building (other than service animals as provided by law).

**Electricity** - please note on your application if you will require electricity.

**Internet** – Wifi at the venue is not strong. Please bring your own personal hotspot or if connectivity issues are experienced day of event, plan to use your network's data.

ALL VEGFEST 2022 EXHIBITORS ARE ALSO EXPECTED TO COMPLY WITH [ACC EXHIBITOR GUIDELINES](#) IN ADDITION TO THOSE OUTLINED ABOVE.

\*\*NOTE As an Albany VegFest 2022 Exhibitor you are allowed to sell full-size food items.

**\*\*\*ZERO WASTE INITIATIVE\*\*\***

In an effort to move toward a more environmentally friendly and sustainable festival model and decrease the amount of trash generated, CRVN encourages all exhibitors to utilize as much compostable material as possible for anything that is to be purchased and disposed of by festival attendees during the festival including but not limited to food containers, plates, utensils, cups, etc. For questions or to find out which products are compostable locally, please reference this helpful guide created by Capital District Zero Waste. <https://docs.google.com/document/d/0BwXscxhxNzuLa3dMNi1vYW00NkJ3b1pjNkZiTE1XOF9mOW9z/edit>