

VEG OUT 2024 Vendor Guidelines

Event Details

Monument Square (2nd Street between River & State; Broadway from River Street to Franklin Street)
&

River Street (from 3rd Street to Frear Alley)

Troy, NY

Sunday, June 2, 2024

11:00 am to 4:00 pm

Load In/Set-up

Please load in on River Street by way of 3rd Street between the hours of 8:00 am - 10:00 am. There will be Capital Region Vegan Network (CRVN) volunteers there to guide you to your assigned booth location. Please drop your supplies and move your vehicle outside of the festival area at your earliest convenience. **Please do not start setting up your booth prior to moving your vehicle.** We would like for all vehicles to be outside of the festival area by 10:00 am. All vendors must be ready to open by 11:00 am.

Electricity

If you have requested access to electricity we have located your booth by an electrical source. **Please bring extension cords with you in order to access electricity.**

Tear down

4:00 pm and not before. Must clear the streets by 5:00 pm. Removal of items prior to event ending is prohibited due to safety and consideration of attendees and exhibitors.

Parking

The City of Troy lists multiple parking options. The following are suggestions for VEG OUT vendors:

- 1) **Front Street Parking Lot** (Free on weekends)
- 2) **On street** (Free on weekends)

Vendor Booth Area

All food, materials, and supplies are to be restricted to the immediate area of Vendor's booth. Please utilize tent weights in order to keep your tent secured in place. Vendors are responsible for their booth area and booths are not to be left unattended.

Permits and Proof of Insurance

Vendors are responsible for having submitted the appropriate paperwork prior to the event. This includes a Certificate of Insurance which lists the City of Troy as an additional insured, proof of workers' compensation or a certificate of exemption, and a temporary permit from the Rensselaer County DOH if applicable.

Dept of Health Permit

All vendors serving hot or prepared food must have a valid Rensselaer County Department of Health permit displayed on their table for the entire duration they are serving food. Vendor is responsible for having the appropriate permit prior to the event.

Sales Tax and Not-for-Profit Organizations

Vendors selling products must have a valid certificate complying with NYS sales and tax at their booth, as issued by NYS Department of Taxation and Finance. Not-for-profit organizations must display their federal tax ID number.

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

In an effort to move toward a more environmentally friendly and sustainable festival model and lessen the amount of trash generated, CRVN encourages all vendors 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. While the Zero Waste Initiative is strongly encouraged for VEG OUT 2024, use of compostable products will become mandatory for vendors at a future point. For questions or to find out which products are compostable locally, please reference this helpful guide created by Zero Waste Capital District.