



Office of General Services

Empire State Plaza Convention Center
 Concourse, Room 120
 Empire State Plaza
 Albany, NY 12242
 518-486-2772
convention.center@ogs.ny.gov
empirestateplaza.ny.gov

Submit a Request for Proposal to the Empire State Plaza Convention Center

Our team at the Empire State Plaza looks forward to working with you to discuss the best options for all your event needs. To assist in the planning of your event, please provide us with your information by filling out the following information. Submit your completed form to: convention.center@ogs.ny.gov

Organization Name			Contact Name		
Address			City	State	
Address 2			Postal Code	Country	
Phone 1	Phone 2	Email		Website	
Event Type					
<input type="checkbox"/> Meeting Seminar <input type="checkbox"/> Convention/Tradeshow <input type="checkbox"/> Consumer Show <input type="checkbox"/> Religious Event <input type="checkbox"/> Dance Competition <input type="checkbox"/> Other →					
Estimated Attendance #s		What date/date ranges are you interested in booking with us? Please include up to 3 preferred days/months/year.			
		1.		2.	
		3.			
Are your dates flexible?	Yes	No	Will you need exhibit space?	Yes	No
Will there be a general session?	Yes	No	Will you need meeting rooms?	Yes	No
Please provide us with any other information relevant to your event's success. Attach additional documents if necessary.					

Submit your completed form to: convention.center@ogs.ny.gov | Contact the Plaza Convention Center at: 518-486-2772