

FALL FESTIVALS

2019

These annual sales offer a variety of vendors and crafters an opportunity to display, sample, and sell goods at the Empire State Plaza. OGS-sponsored events, such as the Fall Festivals, held at the Empire State Plaza, serve thousands of State employees and visitors and are intended to be family friendly.

Vendors providing the following items for sale are invited to apply to participate:

- Handmade or Commercial Products
- Fine Arts and Crafts
- Clothing and Accessories
- Books and General Merchandise

Event	Date	Time	Application Deadline
Oktoberfest	10/2	10:00am–2:00pm	9/18
Italia Fest	10/16	10:00am–2:00pm	10/2
Harvest Fest	11/13	10:00am–2:00pm	10/30

APPLY FOR ALL 3 EVENTS AT A DISCOUNTED RATE

Here is how it works:

- All applications that are submitted by the listed deadline will be considered.
- Sending an application does not guarantee acceptance into the program.
- A selection committee will evaluate each vendor application using the criteria listed on the permit agreement.
- Those receiving a score of 75% or above will be awarded a Vendor Permit Agreement, subject to space limitations at each event.
- Vendors will be notified via email of their event participation, unless special arrangements are made.
- OGS reserves the right to extend deadlines.

For additional information please contact Nicholas DeBlois:

New York State Office of General Services, Convention & Cultural Events
Tel 518.416.1574 • Fax 518.473.0558 • nicholas.deblois@ogs.ny.gov



Vendor Application: 2019 Fall Festivals

Instructions: Please complete the application by indicating the event(s) that you wish to participate in, along with the applicable fees.

Business Information
Business Name, Contact Name, Phone, Email
Business Address 1, Business Address 2, City, State, Zip
How will the items you sell/distribute enhance the spirit and character of the event?
Vehicle & Driver Information
Driver 1 Name, Driver's License: Issued State & #, Make/Model/Year, State Plate, Plate #
Driver 2 Name, Driver's License: Issued State & #, Make/Model/Year, State Plate, Plate #
Driver 3 Name, Driver's License: Issued State & #, Make/Model/Year, State Plate, Plate #
Usage Permit Agreement
The Usage Permit Agreement, including the completed Notary Page, photos of booth and signs and insurance requirements, is REQUIRED and must be attached with the Vendor Application.
Please include any additional information or questions in the space below:

Continue to Options & Payment ->



Business Name:

For all Festivals: Load in begins at 7:00 a.m. Basic Booth space includes a 10' x 15' space, 2 tables, 2 chairs, access to 110v electrical power, and 1 parking space.

Options, Fees & Payment

Oktoberfest: October 2, 2019 | Hours: 10:00 a.m. - 2:00 p.m.

Table with 3 columns: Description, Price, Total. Rows include 10'x15' Vendor Booth with 2 tables and 2 chairs (\$80), Each additional 15 feet with 2 additional tables (Qty: x \$50), Additional Table (per table) (Qty: x \$5), and Additional Parking (Qty: x \$10).

Italia Fest: October 16, 2019 | Hours: 10:00 a.m. - 2:00 p.m.

Table with 3 columns: Description, Price, Total. Rows include 10'x15' Vendor Booth with 2 tables and 2 chairs (\$80), Each additional 15 feet with 2 additional tables (Qty: x \$50), Additional Table (per table) (Qty: x \$5), and Additional Parking (Qty: x \$10).

Harvest Fest: November 13, 2019 | Hours: 10:00 a.m. - 2:00 p.m.

Table with 3 columns: Description, Price, Total. Rows include 10'x15' Vendor Booth with 2 tables and 2 chairs (\$80), Each additional 15 feet with 2 additional tables (Qty: x \$50), Additional Table (per table) (Qty: x \$5), and Additional Parking (Qty: x \$10).

BUY THREE RATE: Oktoberfest, Italia Fest, Harvest Fest

Table with 3 columns: Description, Price, Total. Rows include 10' x 15' Vendor Booth (tables free with buy three rate) (\$200), Each additional 15 feet (Qty: x \$100), and a Grand Total row.

Instructions: Return the completed Vendor Application with the following:

Payment in Full Any outstanding payment due to OGS may preclude participation. Payments may be made by check, money order or credit card and made payable to the NYS Office of General Services.

Proof of Not-for-Profit Status (if applicable)

Signed 2019-2020 Usage Permit Agreement (if not already on file)

Please make checks or money orders payable to:

Return completed Vendor Application, Permit Agreement and Payment to:

NYS Office of General Services
OGS Convention & Cultural Events
Room 120, Concourse
Empire State Plaza
Albany, NY 12242



Credit Card Form

Instructions: To pay with your credit card, please complete and return this form with your application.

Card Information section including Card Type (AMEX, Discover, MasterCard, VISA), Business Name, Cardholder First Name, Cardholder Last Name, Credit Card Number, Expiration Date, CVV2, Billing Zip Code. Charge Authorization section including Event Name, Authorized Amount, Name (Print), Date, and Signature.

For Office Use Only section including Invoice #, Program, and Received By.