

# ANIMAL APPRECIATION DAY 2023

This event offers a variety of vendors and crafters an opportunity to display, sample, and sell goods and services at the Empire State Plaza. OGS-sponsored events held at the Empire State Plaza, serve thousands of State employees and visitors and are intended to be family friendly. Applications are restricted to those selling pet and animal themed goods and services.

Vendors providing the following items or services are invited to apply:

- Handmade or Commercial Products
- Fine Arts and Crafts
- Books and General Merchandise
- Commercially Produced, Pre-Packaged Food Items
- Animal Adoption and Rescue Services
- Animal Training and Therapy Services
- Veterinary Services

**Please Note:** Ready-to-Eat Food products are not eligible.

Event Date	Time	Application Deadline
4/19/23	10:00am–2:00pm	4/12/23 at 5:00 p.m.

**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.
- 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 Donald DeNyse:**

New York State Office of General Services, Convention & Cultural Events  
Tel 518.486.5191 • donald.denyse3@ogs.ny.gov



# Vendor Application: 2023 Animal Appreciation Day

April 19, 2023 from 10:00 a.m. - 2:00 p.m. Load in from 8:00 a.m. - 10:00 a.m.

Business Information			
Business Name		Contact Name	Phone      Email
Business Address 1		How will the items you sell/distribute enhance the spirit and character of the event?	
Business Address 2			
City	State		
Vehicle & Driver Information			
Will your vehicle fit in the V-Lot? (Must be 6ft, 6in or lower in height)		Yes      No	Will you need oversize vehicle parking in P-1N Lot? (For vehicles 6 ft, 6in or higher)
		Yes      No	Yes      No
Driver 1 Name (exactly as it appears on license)		Driver's License: Issued State & Number	License Plate: Issued State &
Driver 2 Name (exactly as it appears on license)		Driver's License: Issued State & Number	License Plate: Issued State &
Permit Agreement			
<p>The Permit Agreement, including the completed Notary Page, photos of booth and signs and insurance requirements, is <b>REQUIRED</b> and must be attached with the Vendor Application.</p> <ul style="list-style-type: none"> <li>Download the Agreement: <a href="https://empirestateplaza.ny.gov/permit-agreement">https://empirestateplaza.ny.gov/permit-agreement</a></li> <li>The Agreement is not applicable for NYS Agencies.</li> <li>Vendors wishing to apply for an insurance waiver must meet the terms outlined in Item 12 of the Permit Agreement.</li> </ul> <p><b>My permit agreement is already on file</b></p> <p><b>My permit agreement is included with this vendor application</b></p>		Please include any additional information or questions in the space below:	
Event Space Options: Selection & Payment			
Space Options	Cost	Select ✓ and Enter Quantity & Total \$	
<b>Basic Commercial Booth:</b> 10' x 15' space includes 2 tables, 2 chairs, access to 110v electrical power, 1 parking space	\$60	→ Qty	Total \$
<b>Additional Space:</b> Additional 15' with 1 additional table (must be in conjunction and adjacent to basic booth space)	\$25	→ Qty	Total \$
<b>Basic Not-for-Profit Booth Space:</b> 10' x 15' space includes 2 tables, 2 chairs, access to 110v electrical power, 1 parking space	\$40	→ Qty	Total \$
<b>Additional Parking</b>	\$10	→ Qty	Total \$
<b>Additional Tables</b> (no charge)	\$0	→ Qty	
<b>Additional Chairs</b> (no charge)	\$0	→ Qty	
			<b>Total Due With Application: \$</b>

Please make checks or money orders payable to:

NYS Office of General Services

Return completed Vendor Application, Permit Agreement and Payment to:

donald.denyse3@ogs.ny.gov



Credit Card Form

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

Card Information section with fields for 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 with fields for Event Name, Authorized Amount, Name (Print), Date, and Signature\*.

\*The signature section must be completed. Electronic signatures are not accepted.

For Office Use Only section with fields for Invoice #, Program, and Received By.