

2023 Fall Festivals

At the Empire State Plaza - Concourse

AT THE **PLAZA**

These annual sales offer a variety of vendors and rafters 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. Those selling fall, harvest, October and holiday-themed items are encouraged to apply. Applicants are encouraged to provide products and setups that reflect the theme of each event.

Vendors and practitioners providing the following are invited to apply to participate:

Handmade or Commercial Products

Fine Arts and Crafts

Clothing and Accessories

Books and General merchandise

Commercially Produced, Pre-Packaged Food Items

Information

Please Note: ready-to-eat and commercial service providers are not eligible to apply.

Event	Date	Time	Application Deadline
Oktoberfest	9/27	10:00am - 2:00pm	9/15
Harvest Fest	10/11	10:00am - 2:00pm	9/29
Flannel Fest	11/8	10:00am - 2:00pm	10/27

All applications that are submitted by the above listed deadlines will be considered. Sending an application does not guarantee acceptance into the program. Here's how it works:

- Vendors will be notified via email of their event participation.
- 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 518.486.3966 • Nicholas.Deblois@ogs.ny.gov



Vendor Application: 2023 Fall Festivals

Business Information section containing fields for Business Name, Contact Name, Phone, Email, Business Address 1, Business Address 2, City, State, Zip, and a question about enhancing the event's spirit and character.

Vehicle & Driver Information section containing questions about vehicle fit in V-Lot and oversized vehicle parking, and fields for Driver 1 and Driver 2 names, licenses, and license plates.

Permit Agreement section containing instructions on how to download the agreement, a list of terms, and checkboxes for whether the agreement is already on file or included with the application.

Continue to Options & Payment with a right-pointing arrow



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: September 27, 2023 Hours: 10:00 a.m. - 2:00 p.m.		
10'x15' Vendor Booth with 2 tables and 2 chairs	\$80	Total: \$
Each additional 15 feet with 2 additional tables	Qty: x \$50	Total: \$
Additional Table (per table)	Qty: x \$5	Total: \$
Additional Parking	Qty: x \$10	Total: \$
Harvest Fest: October 11, 2023 Hours: 10:00 a.m. - 2:00 p.m.		
10'x15' Vendor Booth with 2 tables and 2 chairs	\$80	Total: \$
Each additional 15 feet with 2 additional tables	Qty: x \$50	Total: \$
Additional Table (per table)	Qty: x \$5	Total: \$
Additional Parking	Qty: x \$10	Total: \$
Flannel Fest: November 8, 2023 Hours: 10:00 a.m. - 2:00 p.m.		
10'x15' Vendor Booth with 2 tables and 2 chairs	\$80	Total: \$
Each additional 15 feet with two additional tables	Qty: x \$50	Total: \$
Additional Table (per table)	Qty: x \$5	Total: \$
Additional Parking	Qty: x \$10	Total: \$
BUY THREE RATE: Oktoberfest, Harvest Fest, Flannel Fest		
10' x 15' Vendor Booth (tables free with buy three rate)	\$200	Total: \$
Each additional 15 feet	Qty: x \$100	Total: \$
Table Quantity Requested (tables must fit with-in your space) - No extra cost	Qty:	
	Grand Total: \$	

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.

Signed 2023-2024 Permit Agreement (if not already on file)

Please make checks or money orders payable to:

NYS Office of General Services

Return completed Vendor Application, Permit Agreement and Payment to:

nicholas.deblois@ogs.ny.gov