

Thousands of employees and visitors look forward to the holiday season at the Empire State Plaza when the Concourse comes alive with an annual shopping experience like no other. This is your opportunity to reserve space in the popular Santa Sale, a 3-week celebration offering shoppers a chance to purchase gifts for everyone on their list. Space is limited. Vendors featuring the items below are encouraged to submit an application according to the instructions listed in this application.

- Handmade or commercial merchandise
- Seasonal and holiday gifts
- Fine arts and crafts
- Clothing and accessories
- Books and general merchandise
- Commercially produced, pre-packaged food items

Week	Dates	Time	Application Deadline
1	12/1, 12/2, 12/3	10:00am - 3:00pm	11/2
2	12/4, 12/5, 12/6	10:00am - 3:00pm	12/1
3	12/7, 12/8, 12/9	10:00am - 3:00pm	12/6

All applications submitted by the above listed deadlines will be considered. Sending an application does not guarantee acceptance into the program.

Here is how it works:

- Fully executed applications will be accepted on a first come, first served basis.
- Vendors will be notified via email of their event participation.
- OGS reserves the right to extend deadlines.

For more information please contact Nicholas DeBlois at nicholas.deblois@ogs.ny.gov

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 Santa Sale

Basic booth space includes a 10' x 15' space, 2 tables, 2 chairs, access to electrical power, and 1 parking space. Load-in for all dates will run 7am to 10am.

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

Will your vehicle fit in the V-Lot? Will you need oversize vehicle parking in P-1N Lot?

Driver 1 Name Driver's License: Issued State & Number License Plate: Issue State & Number

Driver 2 Name Driver's License: Issued State & Number License Plate: Issue State & Number

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.
Download the Agreement: https://empirestateplaza.ny.gov/permit-agreement
The Agreement is not applicable for NYS Agencies.
Vendors wishing to apply for an insurance waiver must meet the terms outlined in Item 12 of the Permit Agreement.
My permit agreement is already on file
My permit agreement is included with this vendor application

Please include any additional information or questions in the space below:

Continue to Options & Payment

Event Space Options: Selection & Payment			
Week 1: 12/5, 12/6, 12/7 10:00 a.m. - 3:00 p.m.			
Basic Booth Space 10' x 15'	<u>Select</u> →	Qty	x \$200 = \$
Additional 15'	<u>Select</u> →	Qty	x \$100 = \$
Additional Table	<u>Select</u> →	Qty	no charge
Additional Parking (per day)	<u>Select</u> →	Qty	x \$10 = \$
Week 2: 12/12, 12/13, 12/14 10:00 a.m. - 3:00 p.m.			
Basic Booth Space 10' x 15'	<u>Select</u> →	Qty	x \$200 = \$
Additional 15'	<u>Select</u> →	Qty	x \$100 = \$
Additional Table	<u>Select</u> →	Qty	no charge
Additional Parking (per day)	<u>Select</u> →	Qty	x \$10 = \$
Week 3: 12/19, 12/20, 12/21 10:00 a.m. - 3:00 p.m.			
Basic Booth Space 10' x 15'	<u>Select</u> →	Qty	x \$200 = \$
Additional 15'	<u>Select</u> →	Qty	x \$100 = \$
Additional Table	<u>Select</u> →	Qty	no charge
Additional Parking (per day)	<u>Select</u> →	Qty	x \$10 = \$
Buy all three weeks at a 15% discount			
Basic Booth Space 10'x15'	<u>Select</u> →	Qty	x \$500 = \$
Additional 15'	<u>Select</u> →	Qty	x \$300 = \$
Additional Table	<u>Select</u> →	Qty	no charge
Please indicate additional parking needs in the additional information section.			
Total Due With Application:			\$

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 2023-24 Usage 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