



2023 Vendor Application

Senior Holiday Fair

12.19.23, 12.20.23 & 12.21.23 | 10:00 AM - 2:00 PM

AT THE **PLAZA**

Celebrate the Season at the Empire State Plaza - Concourse Level

This annual, multi-day, holiday sale offers seniors (age 55 or older) an opportunity to display and sell goods at the Empire State Plaza. All products must be handmade by the participant. OGS-sponsored events held on the indoor concourse of the Empire State Plaza, serve thousands of State employees and visitors and are intended to be family friendly. Some highlights:

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

- Handmade holiday decorations & ornaments
- Wreaths and bows
- Clothing, toys, doll clothing
- Quilts, afghans, wall and window hangings
- Arts and crafts
- Handmade artwork and frames
- Jewelry and leather goods,
- Ceramics, candles and trinkets

APPLICATION DEADLINE IS 12/8/2023

All applications that are submitted by the above listed deadline 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 e-mail of their event participation.
- OGS reserves the right to extend deadlines.

Vendor Load in: 7:00 am - 10:00 am

For additional information please contact Diane Hems:

New York State Office of General Services, Convention & Cultural Events
Tel 518.473.4756 • Diane.Hems@ogs.ny.gov



Vendor Application: 2023 Senior Holiday Fair

Instructions: Please complete this application for the Senior Holiday Fair on December 19-21, 2023 from 10am - 2pm.

Business Information table with fields for Business Name, Contact Name, Phone, Email, Business Address 1, Business Address 2, City, State, Zip, and How will the items you sell/distribute enhance the spirit and character of the event?
Vehicle & Driver Information table with fields for Will your vehicle fit in the V-Lot?, Will you need oversize vehicle parking in P-1N Lot?, Driver 1 Name, Driver's License, License Plate, Driver 2 Name, Driver's License, License Plate.
Permit Agreement section with text and bullet points regarding the permit agreement.
Options, Fees & Payment table with columns for item, price, and total.

* A booth includes two tables, two chairs, access to 110v electrical power, and one reserved parking space per day. Overnight storage is available, however OGS takes no responsibility for lost or damaged goods. Load in begins at 7am the day of the event.

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:

diane.hems@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 containing fields for Card Type (AMEX, Discover, MasterCard, VISA), Business Name, Cardholder First Name, Cardholder Last Name, Credit Card Number, Expiration Date, CVV2, and Billing Zip Code.

Charge Authorization section containing a statement of authorization, 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 containing fields for Invoice #, Program, and Received By.