



2023 Vendor Application

Community Holiday Fair

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

At Empire State Plaza - Concourse Level

This annual, multi-day, holiday sale offers a variety of not-for-profit organizations an opportunity to promote and sell goods – on the indoor concourse at the Empire State Plaza. OGS-sponsored events, such as the Winter at the Plaza program, held at the Empire State Plaza, serve thousands of State employees and visitors and are intended to be family friendly.

- Participation is restricted to **Not-for-Profit Organizations only**.
- Ready-to-eat food is not permitted.

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 Community Holiday Fair

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

Business Information, Vehicle & Driver Information, Permit Agreement, Options, Fees & Payment. Includes fields for Business Name, Contact Name, Phone, Email, Business Address, City, State, Zip, Driver 1/2 Name, License, Plate, and a table for booth options and fees.

* A booth includes two tables, two chairs, access to 110v electrical power, and one reserved parking space. Overnight storage is available, however OGS takes no responsibility for lost or damaged goods. Reserved parking and additional tables may be purchased for an additional fee.

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 2023-2024 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 including Card Type (AMEX, Discover, MasterCard, VISA), Business Name, Cardholder First/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.