

Volunteerism is at the heart of Dr. King's philosophy and the purpose of the Be a King Volunteer Fair is to introduce people to ways they can become actively involved in civic and community programs. The greatest tribute we can bestow upon the memory of Dr. King is to invite people of all backgrounds to celebrate this special holiday held in his honor by performing individual acts of kindness through service to others.

Date	Time	Application Deadline
1/1 /2	10:00am - 2:00pm	1/ /2

#### Event Location

South Concourse

#### Guidelines for Participation

Event participation is free.

An 8' X 10' booth space with 1 skirted table and 2 chairs will be provided.

Event signage will be provided.

Booth locations will be assigned by OGS.

A certificate of insurance is required from all participating organizations unless the organization is a city or state agency. See Insurance Requirements on the Application page.

Failure to leave booth space in condition found will forfeit any future participation.

Access to power is available. Participants are required to bring their own lead cords and power strips.

Sales are prohibited.

#### Facility Access - Load in Only

Event Load-in: Wednesday, January 1, 202 from 8:00 - 10:00 a.m.

Vehicle Access for load in: Please complete and return the form on page 3 for every vehicle and driver requiring delivery, pickup, or oversized vehicle access.

#### Parking

Parking will be available in the Visitor's Lot (underground parking)

A complimentary parking pass will be provided to each participating organization along with their booth assignment.

For more information about parking at the Empire State Plaza, please [empirestateplaza.ny.gov](http://empirestateplaza.ny.gov)

Please submit your completed application form, completed delivery request form, a copy of your certificate of insurance, and any questions to Jason Rumpf:

New York State Office of General Services, Convention & Cultural Events  
Tel 518.473.2982 [jason.rumpf@ogs.ny.gov](mailto:jason.rumpf@ogs.ny.gov)



Dr. Martin Luther King, Jr.

“Be a King” Volunteer Fair Application

Application Deadline is January 3, 2024

Organization Name

Contact Person

Address

City

State

ZIP

Email

Phone

Fax

Type of services your organization provides (if possible please attach a brochure or pamphlet)

Insurance Requirements

- Requests for booth space will not be processed without proof of insurance. Please attach a copy of your certificate of insurance.
State Agencies are exempt from this requirement.
Commercial General Liability insurance with a limit of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
In the description box the following language must be added: "The People of the State of New York, its officers, agents and employees must be named as additional insured."
Certificate Holder should be NYS Office of General Services, Empire State Plaza, Concourse Room 120, Albany, NY 12242
Workers Compensation, Employers Liability, and Disability Benefits as required by New York State law. Please provide proof of Workers' Compensation/Disability Insurance or provide the CE-200 (Exemption Form).
For more information, visit https://businessexpress.ny.gov
By initialing in this box [ ], the Organization is applying for waiver from the usual Commerical General Liability insurance requirements and it hereby certifies that is an unincorporated small business for which the provision of Commercial Geneal Liability insurance would impose an undue financial burden. Vendor agrees that it will provide any documentation that may be requested by OGS to confirm these representations.

Signature of Applicant

Date

Convention & Cultural Events Represenative Signature

Date

Please fax or email your completed application and materials to:

Jason Rumpf

Phone: 518-473-2982 | Fax: 518- 473-0558

Email: jason.rumpf@ogs.ny.gov



## Empire State Plaza Delivery Request Form

Completion of this form is required to ensure your delivery/pickup is scheduled with the Empire State Plaza Mail and Freight Security Unit. All deliveries and unloading of event materials must take place at P1 North Loading Dock A prior to parking. Vehicles attempting entry without prior authorization will NOT be allowed access. **Completed forms must be received 48 hours prior to requested access date.**

Please return this completed form, along with your completed application and insurance documents to:

Jason Rumpf

[jason.rumpf@ogs.ny.gov](mailto:jason.rumpf@ogs.ny.gov)

Fax: 518-473-0558

PLEASE TYPE OR PRINT ALL INFORMATION CLEARLY AND PRECISELY  
THIS FORM MAY NOT BE ALTERED – THANK YOU FOR YOUR COOPERATION

<b>Event Name</b> 2024 Be a King Volunteer Fair	<b>Event Date</b> 1/10/2024
<b>Exhibitor Business Name</b>	<b>Phone</b>

<b>Date of Delivery</b>	<b>Delivery Time</b>
<b>Return Pickup Date</b>	<b>Pickup Time</b>
<b>Event Coordinator</b>	<b>Phone</b>

EXACTLY AS IT APPEARS ON YOUR DRIVERS LICENSE

<b>Driver Name</b>	
<b>License ID Number</b>	<b>State of Origin</b>
<b>Vehicle Plate Number</b>	<b>State of Vehicle Registration</b>
<b>Trailer Plate Number (if applicable)</b>	<b>State of Trailer Registration</b>