



2024 Food Vendor Application
Black Arts & Cultural Festival
Concert Finale | August 3 | 5:00 - 8:00 p.m.

Thank you for your interest in the New York State Office of General Services (OGS) 2024 Black Arts & Cultural Festival Concert Finale vending program. OGS-sponsored events, such as the Summer at the Plaza Program, held on the Empire State Plaza, serve thousands of State employees and visitors and are intended to be family friendly. Commercial and not-for-profit food organizations providing ready to eat food products and meeting the criteria required by the Albany County Department of Health are encouraged to apply to vend at one or more of the event dates.

Load in for this event will be held from 2:00-4:30 p.m.

APPLICATION DEADLINE IS JULY 24, 2024

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 email of their event participation.
- OGS reserves the right to extend deadlines.
- Please note: If you have an Albany County permit to operate a mobile food service establishment, you are not required to purchase a temporary health permit.

***Strolling Vendors are prohibited at all Summer at the Plaza Events.
Please see the complete list of Vendor Rules & Guidelines**

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



2024 Black Arts Concert Finale Food Vendor Application

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 three rows for Driver 1, Driver 2, and Driver 3, each with fields for Name, License, and License Plate.

Permit Agreement section containing instructions, a list of requirements, and checkboxes for 'My permit agreement is already on file' and 'My permit agreement is included with this vendor application'.

Electrical Service section containing a table for power requirements (110v Service Indoors and 110v Service Outdoors) and a note about providing a suitable lead.

Options, Fees & Payment table with columns for item description, price, and total. Includes items like 10'x10' Food Vendor Booth, additional 10 feet, and Albany Co. Health Permit, ending with a Grand Total row.

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 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



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 declaration statement, Event Name, Authorized Amount, Name (Print), Date, and Signature* fields.

*The signature section must be completed. Electronic signatures are not accepted.

For Office Use Only section containing fields for Invoice #, Program, and Received By.