



2024 Non-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 organizations are encouraged to apply. Note, that if you are vending ready-to-eat foods, please see the 2024 Black Arts & Cultural Festival Food vending application.

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.

Non-Food Vendors - The following products and/or services fall into this category*:

- Handmade or commercial products, fine arts, crafts, clothing, accessories, books, general merchandise
- Packaged, canned, jarred, or otherwise processed food products that are intended to be taken home for consumption
- Local, state, and federal agencies
- Community and religious groups
- Information and sales

***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 Non-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 how items will enhance the event.

Vehicle & Driver Information section containing three rows for Driver Name, Driver's License, and License Plate.

Permit Agreement section containing instructions, a list of requirements, and checkboxes for agreement status.

Electrical Service section containing fields for power requirements (110v and 220v) and a note about lead length.

Options, Fees & Payment table with columns for item description, price, and total. Includes 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.
Proof of Not-for-Profit Status (if applicable)
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

Card Type Business Name
AMEX Discover MasterCard VISA

Cardholder First Name Cardholder Last Name

Credit Card Number (XXXX-XXXX-XXXX-XXXX) Expiration Date CVV2 Billing Zip Code

Charge Authorization

I hereby authorize the Office of General Services to charge the following amount for the event indicated below.

Event Name Authorized Amount \$

Name (Print) Date
Signature*

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

For Office Use Only

Invoice # Program Received By