

2024 Food Vendor Application

# HISPANIC HERITAGE CELEBRATION

9.14.24 | 5:00 - 9:00 PM

Thank you for your interest in the New York State Office of General Services (OGS) 2024 Summer at The Plaza 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 may apply. Commercial vendors pledging a portion of their sales to charity do not qualify for not-for-profit status. The 5 top-rated vendors (4 food and 1 dessert) providing food items that reflect the theme of the festival and receive a score of 75% or above will be awarded a space. Food vendors should have the ability to cook off-site (Plaza level) and properly serve those cooked/prepared food items on the indoor concourse (e.g., use of hot boxes, chafing dishes, etc.) Cooking is not allowed on the Concourse. 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.

Load in for this event will be held from 2:00 - 4:00 PM.

## APPLICATION DEADLINE IS 8/14/2024

### Here is how it works:

- All applications that are submitted by the listed deadline will be considered.
- Sending an application does not guarantee acceptance into the program.
- A selection committee will evaluate each vendor application using the criteria listed on the permit agreement.
- Those receiving a score of 75% or above will be awarded a participation, subject to space limitations at each event.
- Vendors will be notified in writing of their event participation. Vendors will not be allowed to provide vending services at the event until they are in receipt of written approval of their application to participate.
- OGS reserves the right to extend deadlines.

### Food vendors will be chosen by a selection committee utilizing the following criteria:

- Vendor's proposed menu items. Evaluators will make best efforts to provide an assortment of products to the public. Points will be determined with variety in mind and preference for unique offerings (25%).
- Total proposed costs (quality and price of food) (10%).
- Completeness of the information provided with the Permit Agreement and the Vendor Application (15%).
- Presentation of booth and signs (photos required) (10%).
- Experience in providing food vendor services in similar events/programs (company biography, resume) (30%).
- How Vendor's food items fit into the spirit and character of the event/program (10%)

### 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](mailto:nicholas.deblois@ogs.ny.gov)



Vendor Application: 2024 Hispanic Heritage Food Vendors

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 fields for Driver 1, 2, and 3 names, license numbers, and license plate numbers.

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

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

Options, Fees & Payment table with columns for item description, price, and total cost, including 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.