

2024 Non-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 non-food organizations may apply. Commercial vendors pledging a portion of their sales to charity do not qualify for not-for-profit status. Vendors are encouraged to provide information and/or sell products that reflect the theme of festival including: 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.

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.
- Fully executed applications will be accepted on a first come, first served basis.
- Vendors will be notified via email 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.
- Commercial Service providers are not eligible.

For additional information please contact Nicholas DeBlois:

New York State Office of General Services, Convention & Cultural Events
Tel 518.476.3966 • nicholas.deblois@ogs.ny.gov



Vendor Application: 2024 Hispanic Heritage Non-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 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 instructions, fields for 'No Power Required', '110v Service', and '220v Service', and a note about providing a suitable lead.

Options, Fees & Payment table with columns for item description, price, and total. Includes rows for 10'x10' Non-Food Vendor Booth, 10' x 10' Not-for-Profit Non-Food Vendor Booth, and 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 section with fields for Card Type (AMEX, Discover, MasterCard, VISA), Business Name, Cardholder First Name, Cardholder Last Name, Credit Card Number, Expiration Date, CVV2, Billing Zip Code. Charge Authorization section with fields for Event Name, Authorized Amount, Name (Print), Date, and Signature*.

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

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