

EMPIRE STATE PLAZA  
**HEALTHY LIVING**  
Expo

**November 6, 2024 | 10:00 a.m. - 2:00 p.m.**

Thank you for your interest in the New York State Office of General Services (OGS) 2024 Healthy Living Expo. OGS-sponsored events 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 vendors providing products and services that promote health and wellness are welcome to apply. Commercial vendors pledging a portion of their sales to charity do not qualify for not-for-profit status. The following products and/or services may be considered: Health and wellness services, nutrition services, financial services, handmade or commercial products, clothing, accessories, books, general merchandise, packaged, canned, jarred or otherwise processed food products that are intended to be taken home for consumption.

## **Application Deadline is 10/30/2024**

### **Here's how it works:**

- All applications that are submitted by the above listed deadlines will be considered.
- Sending an application does not guarantee acceptance into the program.
- Participants 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

### **For additional information please contact Brianne Morrison:**

New York State Office of General Services, Convention & Cultural Events  
Tel 518.474.0549 • [Brianne.Morrison@ogs.ny.gov](mailto:Brianne.Morrison@ogs.ny.gov)



Vendor Application: 2024 Healthy Living Expo

Instructions: Please complete this application for the Healthy Living Expo on November 6, 2024 from 10:00 a.m. - 2:00 p.m.

Business Information table with fields for Business Name, Contact Name, Phone, Email, Business Address 1, Business Address 2, City, State, Zip, and a question about enhancing the event. Vehicle & Driver Information table with fields for Driver 1 and Driver 2 names, licenses, and plates. Permit Agreement section with instructions and a checkbox for agreement. Options, Fees & Payment table with rows for booth types, tables, parking, and chairs, ending with a Grand Total row.

\* A standard booth includes: one table, two chairs, and one parking space. Load in begins at 8am the day of the event.

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 2024-2025 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:

brianne.morrison@ogs.ny.gov



Credit Card Form

Instructions: To pay with your credit card, please complete and return this form with your application.

Form with sections: Card Information (Card Type, Business Name), Cardholder First Name, Cardholder Last Name, Credit Card Number, Expiration Date, CVV2, Billing Zip Code, Charge Authorization (Event Name, Authorized Amount), Name (Print), Date, Signature\*.

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

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