

# 2024 Fall Festivals

*At the Empire State Plaza - Concourse*

These annual sales offer a variety of vendors and rafters an opportunity to display, sample, and sell goods at the Empire State Plaza. OGS-sponsored events, such as the Fall Festivals, held at the Empire State Plaza, serve thousands of State employees and visitors and are intended to be family friendly. Those selling fall, harvest, October and holiday-themed items are encouraged to apply. Applicants are encouraged to provide products and setups that reflect the theme of each event.

Vendors and practitioners providing the following are invited to apply to participate:

Handmade or Commercial Products  
Fine Arts and Crafts  
Clothing and Accessories  
Books and General merchandise  
Commercially Produced, Pre-Packaged Food Items  
Information

Please Note: ready-to-eat and commercial service providers are not eligible to apply.

Event	Date	Time	Application Deadline
Oktoberfest	9/25	10:00am - 2:00pm	9/20 at 5:00 p.m.
Harvest Fest	10/9	10:00am - 2:00pm	9/27 at 5:00 p.m.
Flannel Fest	11/20	10:00am - 2:00pm	11/8 at 5:00 p.m.

All applications that are submitted by the above listed deadlines will be considered. Sending an application does not guarantee acceptance into the program. Here's how it works:

- Vendors will be notified via email of their event participation.
- OGS reserves the right to extend deadlines

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 Fall Festivals

Business Information form 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's spirit and character.

How would you like your business to be listed on marketing materials? This should be a public facing business name.

Vehicle & Driver Information form with questions about vehicle fit in V-Lot and oversized parking, and fields for Driver 1 and Driver 2 details including name, license, and vehicle info.

Permit Agreement section with instructions on required documents, a list of download links and terms, and a large text area for additional information or questions.

Continue to Options & Payment with a right-pointing arrow



Business Name: \_\_\_\_\_

For all Festivals: Load in begins at 7:00 a.m. Basic Booth space includes a 10' x 15' space, 2 tables, 2 chairs, access to 110v electrical power, and 1 parking space.

Options, Fees & Payment		
<b>Oktoberfest:</b> September 25, 2024   Hours: 10:00 a.m. - 2:00 p.m.		
10'x15' Vendor Booth with 2 tables and 2 chairs	\$80	Total: \$
Each additional 15 feet with 2 additional tables	Qty: x \$50	Total: \$
Additional Table (per table)	Qty: x \$5	Total: \$
Additional Parking	Qty: x \$10	Total: \$
<b>Harvest Fest:</b> October 9, 2024   Hours: 10:00 a.m. - 2:00 p.m.		
10'x15' Vendor Booth with 2 tables and 2 chairs	\$80	Total: \$
Each additional 15 feet with 2 additional tables	Qty: x \$50	Total: \$
Additional Table (per table)	Qty: x \$5	Total: \$
Additional Parking	Qty: x \$10	Total: \$
<b>Flannel Fest:</b> November 20, 2024   Hours: 10:00 a.m. - 2:00 p.m.		
10'x15' Vendor Booth with 2 tables and 2 chairs	\$80	Total: \$
Each additional 15 feet with two additional tables	Qty: x \$50	Total: \$
Additional Table (per table)	Qty: x \$5	Total: \$
Additional Parking	Qty: x \$10	Total: \$
<b>BUY THREE RATE: Oktoberfest, Harvest Fest, Flannel Fest</b>		
10' x 15' Vendor Booth (tables free with buy three rate)	\$200	Total: \$
Each additional 15 feet	Qty: x \$100	Total: \$
Table Quantity Requested (tables must fit with-in your space) - No extra cost	Qty:	
	<b>Grand Total: \$</b>	

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 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:

[nicholas.deblois@ogs.ny.gov](mailto: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.