

## 2025 Vendor Application

# FESTIVAL NON-FOOD



Thank you for your interest in the New York State Office of General Services (OGS) 2025 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 vendors pledging a portion of their sales to charity do not qualify for not-for-profit status. The following events are scheduled for the 2025 Summer At The Plaza series:

Event	Date	Application Deadline
NYS July 4 Celebration	Friday, July 4	Friday, June 6 at 5pm
Kids Day	Saturday, July 12	Friday, June 13 at 5pm
Food Festival	Wednesday, August 13	Wednesday, July 16 at 5pm
Hops & Harvest	Wednesday, September 10	Wednesday, August 13 at 5pm

All applications for Summer At The Plaza 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:

- 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.
- Kids Day is located in West Capitol Park
  - Please Note: Power will not be provided for Kids Day.
- Hops and Harvest vendors must fit the event theme including: fall-time in NYS; NYS beer making and hops production; harvest season and agricultural production; the colors, flavors, shapes, and sounds of fall in NYS.

### 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, outreach, sales, and services

**\*Strolling Vendors are prohibited at all the Summer at the Plaza Events.  
Please see the complete list of Vendor Rules and 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](mailto:nicholas.deblois@ogs.ny.gov)**



Vendor Application: 2025 Festival Non-Food Vendors

Instructions: Please complete the application by indicating the event(s) that you wish to participate in, along with the applicable fees on page two.

Business Information

Business Name

Contact Name

Phone

Email

Business Address 1

Business Address 2

City

State

Zip

How will the items you sell/distribute enhance the spirit and character of the event?

Vehicle & Driver Information

Driver 1 Name (exactly as it appears on license)

Driver's License: Issued State & Number

Make, Model, Year

License Plate: Issued State & Number

Driver 2 Name (exactly as it appears on license)

Driver's License: Issued State & Number

Make, Model, Year

License Plate: Issued State & Number

Driver 3 Name (exactly as it appears on license)

Driver's License: Issued State & Number

Make, Model, Year

License Plate: Issued State & Number

Permit Agreement

The Permit Agreement, including the completed Notary Page, photos of booth and signs and insurance requirements, is REQUIRED and must be attached with the Vendor Application.

- Download the Agreement: https://empirestateplaza.ny.gov/permit-agreement
The Agreement is not applicable for NYS Agencies.
Vendors wishing to apply for an insurance waiver must meet the terms outlined in Item 12 of the Permit Agreement.

My permit agreement is already on file

My permit agreement is included with this vendor application

Please include any additional information or questions in the space below:

Electrical Service

Electrical Service: Please provide the information below in order for electrical service to be provided at your booth. Please Note: Power will not be provided for Kids Day.

No Power Required

110v Service (normal household plug) -> Number of 110v 20 amp circuits required: \_\_\_\_\_



Options, Fees & Payment		
<b>July 4th Celebration:</b> July 4, 2025   Hours: 5:00 p.m. - 10:00 p.m.   Load-in: 1:00 p.m. - 4:00 p.m.		
10' x 10' Non-Food Vendor Booth	\$175	Total: \$
Each additional 10 feet	Qty:      x \$100	\$
<b>Kids Day:</b> July 12, 2025   Hours: 11:00 a.m. - 4:00 p.m.   Load-in: 8:00 a.m. - 10:00 a.m.		
10' x 10' Non-Food Vendor Booth	\$100	Total: \$
Each additional 10 feet	Qty:      x \$50	Total: \$
10' x 10' Non-for-Profit Non-Food Vendor Booth	\$50	Total: \$
<b>Food Festival:</b> August 13, 2025   Hours: 11:00 a.m. - 9:00 p.m.   Load-in: 7:00 a.m. - 10:00 a.m.		
10' x 10' Non-Food Vendor Booth	\$175	Total: \$
Each additional 10 feet	Qty:      x \$100	Total: \$
10' x 10' Non-for-Profit Non-Food Vendor Booth	\$75	Total: \$
Non-for-Profit Each Additional 10 Feet	Qty:      x \$50	Total: \$
<b>Hops &amp; Harvest:</b> September 10, 2025   Hours: 5:00 p.m. - 9:00 p.m.   Load-in: 2:30 p.m. - 4:30 p.m.		
10' x 10' Non-Food Vendor Booth	\$80	Total: \$
Each additional 10 feet	Qty:      x \$50	Total: \$
		<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.

**Proof of Not-for-Profit Status** (if applicable)

**Signed Usage 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			
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