

2025 Vendor Application

LUNCHTIME

AT THE CAMPUS

Thank you for your interest in the New York State Office of General Services (OGS) 2024 Harriman Campus Lunchtime Food Vending Program. OGS-sponsored events, such as the Lunchtime Food Vending Program, held at the Harriman Campus, serve State employees and visitors and are intended to be family friendly. Commercial organizations who provide ready to eat food products and meet the criteria required by the Albany County Department of Health and OGS may apply. A maximum of nine vendors will be chosen to participate in this program. The Lunchtime Food Vending Program will run from Thursday, May 1, 2025 through mid-November 2025.

The cost for participation is \$1,200. Your full participation fee is due with your completed application.

All applications must be received by Thursday, April 9, 2025 at 5:00 p.m.

- All applications for the 2025 Lunchtime Food Vending Program 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 in this application.
- The nine highest rated applicants receiving a score of 75% or above will be awarded a vending space.
- Vendors will be notified via e-mail of their event participation.
- Payment will be processed upon acceptance into the program.
- Upon approval, vendors must provide a copy of their current Albany County Mobile Vendor Permit.
- OGS reserves the right to extend deadlines.
- All applications must include a current photo, menu and prices.
- Faxed applications will not be accepted.

Food Vendors will be chosen by a selection committee using the following criteria:

- Vendor's propose 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 cost (quality and price of food) (10%)
- Completeness of the information provided with the Permit Agreement and Vendor Application (15%)
- Presentation of booth and signs (photos required) (10%)
- Experience in providing good 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 the above categories, those receiving a score of 75% or above will be awarded participation at the event, subject to space limitations at each event. Should the number of Vendors receiving a score of 75% or above exceed the space limitations, participation will be awarded to those achieving the highest scores.

Please see the complete list of Vendor Rules and Guidelines located at
<https://empirestateplaza.ny.gov/vendor-information-events-plaza>

For additional information please contact Diane Hems:

New York State Office of General Services, Convention & Cultural Events
Tel 518.473.4756 • Diane.Hems@ogs.ny.gov



Vendor Application: 2025 Lunchtime at the Campus

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 _____
Permit Agreement			
<p>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.</p> <ul style="list-style-type: none"> 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. <p><input type="checkbox"/> My permit agreement is already on file</p> <p><input type="checkbox"/> My permit agreement is included with this vendor application</p>			
Please include any additional information or questions in the space below: _____			
Food Truck Information			
Check the applicable type of vending: <input type="checkbox"/> Truck <input type="checkbox"/> Canopy/Tables <input type="checkbox"/> Cart <input type="checkbox"/> Other <u>Specify</u> <input type="checkbox"/>		Dimensions of Vending Space Required (max size allowed is 12' x 24') _____	
Electrical Service: Please provide the information below in order for electrical service to be provided at your booth. Generators are not permitted. No Power Required 110v Service (normal household plug) → Number of 110v 20 amp circuits required: _____ Note: It is the vendor's responsibility to provide a suitable lead.			
Fee & Payment (Note: There will be no lunchtime vending program on May 26, June 19, July 4, September 1, October 13, November 11)			
5-day Season Participation - \$1,200 Total participation fee is due with your application			

Instructions: Return the completed Vendor Application with the following:

- Signed Permit Agreement (if not already on file)
- Payment in Full

Please make checks or money orders payable to: NYS Office of General Services
Return completed Vendor Application, Permit Agreement and Payment to: diane.hems@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