



2025 Vendor Application

LUNCHTIME

AT THE PLAZA

Thank you for your interest in the New York State Office of General Services (OGS) 2025 Wednesday Lunchtime Food Vending Program. OGS-sponsored events, such as the Wednesday Lunchtime Food Vending Program, held at the Empire State Plaza in downtown Albany, serve State employees and visitors and are intended to be family friendly. 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 ten vendors will be chosen to participate in this program. The Lunchtime Food Vending Program is held on Wednesdays and will run each Wednesday from May 14, 2025 through October 8, 2025.

The cost for participation is \$700. Your full participation fee is due with your completed application.

All applications must be received by Thursday, April 8, 2025 at 5:00 p.m.

- All applications for the 2025 Wednesday 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 below.
- The ten highest rated applicants receiving a score of 75% or above will be awarded a vending space. The number of permits to be awarded
- 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 Nicholas DeBlois:

New York State Office of General Services, Convention & Cultural Events
Tel 518.486.3966 • Nicholas.DeBlois@ogs.ny.gov



Vendor Application: 2025 Lunchtime at the Plaza

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

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:

Food Truck Information

Check the applicable type of vending: Truck Canopy/Tables Cart Other <u>Specify</u> →	Dimensions of Vending Space Required (max size allowed is 12' x 24')
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Electrical Service: Please provide the information below in order for electrical service to be provided at your booth. Note: 220v service is provided by hardwire only. You must provide a lead with a "pigtail", which OGS electricians will hardwire into onsite circuits. Your equipment must be certified, and you must provide a suitable lead for your setup. You must indicate the amps, volts, phasing, and total lead length of your hardwire on this application.

No Power Required

110v Service (normal household plug) → Number of 110v 20 amp circuits required: _____

220v Service (heavy duty commercial equipment) → 220v requirements: (amps/volts/phase) _____

Note: It is the vendor's responsibility to provide a suitable lead. The lead will remain for the duration of the program and will not be wired on a daily basis.

Fee & Payment

5-day Season Participation - \$700 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: 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