

2025 Summer at the Campus Vendor Application

These annual sales offer vendors and crafters an opportunity to display, sample and sell goods outdoors at the Harriman Campus and reach over 8,000 state employees during their lunch break. All sales are held near Building 8A in conjunction with the outdoor food vending program.

Vendors providing the following items for sale that fit the theme of each event are invited to apply to participate:

- Handmade Products
- Fine Arts and Crafts
- Clothing and Accessories
- Books and General Merchandise

Please Note: Ready-to-eat and Commercial Service Providers are not eligible.

Week	Dates	Time	Application Deadline
1	May 8, 2025	10:00 a.m. - 2:00 p.m.	May 1, 2025 at 5:00 p.m.
2	June 12, 2025	10:00 a.m. - 2:00 p.m.	June 5, 2025 at 5:00 p.m.
3	July 17, 2025	10:00 a.m. - 2:00 p.m.	July 10, 2025 at 5:00 p.m.
4	August 21, 2025	10:00 a.m. - 2:00 p.m.	August 14, 2025 at 5:00 p.m.
5	September 18, 2025	10:00 a.m. - 2:00 p.m.	September 11, 2025 at 5:00 p.m.

Here is how it works:

- All applications that are submitted by the listed deadline will be considered.
- Sending an application does not guarantee acceptance into the program.
- Vendors will be notified via e-mail of their event participation.
- OGS reserves the right to extend deadlines.

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 Campus Craft Shows

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:

Fee & Payment

Show 1: May 8, 2025	\$50
Show 2: June 12, 2025	\$50
Show 3: July 17, 2025	\$50
Show 4: August 21, 2025	\$50
Show 5: September 18, 2025	\$50
Buy All Five	\$200
Total Due With Application	\$ _____

For all shows:

- Load-in begins at 8:00 a.m.
- Basic Booth space includes 10'x15' space
- Tables and chairs are not provided
- Electrical Power is not available
- This is an outdoor show. A rain call will be made on the day before by 3:00 p.m. If a rain call is made, the show will be moved to the following day

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