



2026 Vendor Application

LUNCHTIME

AT THE CAMPUS

Thank you for your interest in the New York State Office of General Services (OGS) 2026 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 Monday, May 4 to Friday, November 13.

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, 2026 at 5:00 p.m.

- All applications for the 2026 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: 2026 Lunchtime at the Campus

Business Information

Business Name _____

Contact Name _____

Phone _____

Email _____

Business Address 1 _____

Business Address 2 _____

City _____

State _____

Zip _____

Please describe your setup -- What is the TOTAL length of your setup, including any trailer hitches? What type of setup do you have; food truck, trailer, or tents? If you have a food truck or trailer, what side do you serve customers from, passenger's or driver's side?

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, photos of booth setup and signs, along with all insurance certificates, are 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 Specify →

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 25, June 19, September 7, October 12, 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

AMEX Discover MasterCard VISA

Business Name: _____

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: \$ _____ **Date:** _____

Name (Print): _____

Signature (The signature section must be completed. Electronic signatures are not accepted.)

For Office Use Only		
Invoice #	Program	Received By