

2026 Vendor Application

LUNCHTIME

AT THE PLAZA

Thank you for your interest in the New York State Office of General Services (OGS) 2026 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 11, 2026 through October 9, 2026.

The cost for participation is \$800. 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 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: 2026 Lunchtime at the Plaza

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. 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

Season Participation, Wednesdays - \$800 **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

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