



POLISH FESTIVAL

These annual sales offer a variety of vendors and crafters an opportunity to display, sample, and sell goods at the Empire State Plaza. OGS-sponsored events held at the Empire State Plaza, serve thousands of State employees and visitors and are intended to be family friendly. Those selling themed items are encouraged to apply.

Vendors providing the following items for sale are invited to apply to participate:

- Handmade or Commercial Products
- Fine Arts and Crafts
- Clothing and Accessories
- Books and General Merchandise
- Commercially Produced, Pre-Packaged Food Items

Please Note: Ready-to-Eat Food and Commercial Service Products are not eligible

Event Date: April 15, 2026

Time: 10:00 a.m. - 2:00 p.m.

Application Deadline: April 8, 2026 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 email of their event participation, unless special arrangements are made.
- OGS reserves the right to extend deadlines.

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 Polish Festival

April 15, 2026 from 10:00 a.m. - 2:00 p.m. Load in from 8:00 a.m. - 10:00 a.m.

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

Will your vehicle fit in the V-Lot?
(Must be 6ft, 6in or lower in height)

Yes

No

Will you need oversize vehicle parking in P-1N Lot?
(For vehicles 6 ft, 6in or higher)

Yes

No

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:

Event Space Options: Selection & Payment

Space Options	Cost	Select and Enter Quantity & Total \$	
Basic Commercial Booth: 10' x 15' space includes 2 tables, 2 chairs, access to 110v electrical power, 1 parking space	\$70	→ Qty	Total \$
Additional Space: Additional 15' with 1 additional table (must be in conjunction and adjacent to basic booth space)	\$50	→ Qty	Total \$
Additional Parking	\$10	→ Qty	Total \$
Additional Tables (no charge)	\$0	→ Qty	
Additional Chairs (no charge)	\$0	→ Qty	

Please make checks or money orders payable to:
Return completed Vendor Application, Permit Agreement and Payment to:

NYS Office of General Services
nicholas.deblois@ogs.ny.gov

Total Due With Application: \$



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