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, such as the Fall Festivals, held at the Empire State Plaza, serve thousands of State employees and visitors and are intended to be family friendly. Those selling fall, harvest, October and holiday-themed items are encouraged to apply. Applicants are encouraged to provide products and setups that reflect the theme of each event.

Vendors and practitioners providing the following 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
Information

Please Note: ready-to-eat food vendors and commercial service providers are not eligible to apply.

Event	Date	Time	Application Deadline
Pumpkin Fest	9/23	10:00am - 2:00pm	9/9 at 5:00 p.m.
Flannel Fest	11/18	10:00am - 2:00pm	10/28 at 5:00 p.m.

All applications that are submitted by the above listed deadlines will be considered. Sending an application does not guarantee acceptance into the program. Here's how it works:

- **Vendors will be notified via email of their event participation.**
- **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

NEW YORK STATE | Office of General Services

Convention and Cultural Events
Room 120, Concourse
Empire State Plaza
Albany, NY 12242

Vendor Application: 2026 Fall Festivals

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?

How would you like your business to be listed on marketing materials? This should be a public facing business name.

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:

Continue to Options & Payment →

Business Name: _____

For all Festivals: Load in begins at 7:00 a.m. Basic Booth space includes a 10' x 15' space, 2 tables, 2 chairs, access to 110v electrical power, and 1 parking space.

Options, Fees & Payment		
Pumpkin Fest: September 23, 2026 I Hours: 10:00 a.m. - 2:00 p.m.		
10'x15' Vendor Booth with 2 tables and 2 chairs	☐ $100	Total: $ 0
Each additional 15 feet with 2 additional tables	Qty: x $50	Total: $ 0
Additional Table (per table)	Qty: x $5	Total: $ 0
Additional Parking	Qty: x $10	Total: $ 0
Flannel Fest: November 18, 2026 I Hours: 10:00 a.m. - 2:00 p.m.		
10'x15' Vendor Booth with 2 tables and 2 chairs	☐ $125	Total: $ 0
Each additional 15 feet with two additional tables	Qty: x $75	Total: $ 0
Additional Table (per table)	Qty: x $5	Total: $ 0
Additional Parking	Qty: x $10	Total: $ 0
BUY TWO RATE: Pumpkin Fest and Flannel Fest		
10' x 15' Vendor Booth (tables free with buy three rate)	☐ $200	Total: $ 0
Each additional 15 feet	Qty: x $85	Total: $ 0
Table Quantity Requested (tables must fit with-in your space) - No extra cost	Qty:	
	Grand Total: $ 0	

Clear Form

Instructions: Return the completed Vendor Application with the following:

- ☐ **Payment in Full** Any outstanding payment due to OGS may preclude participation. Payments may be made by check, money order or credit card and made payable to the NYS Office of General Services.
- ☐ **Signed 2026-2027 Permit Agreement** (if not already on file)

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

NEW YORK STATE | Office of General Services

Convention and Cultural Events
Room 120, Concourse
Empire State Plaza
Albany, NY 12242

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**