2026 Non-Food Vendor Application

HISPANIC HERITAGE CELEBRATION

AT THE PLAZA

Event Date is September 19, 2026 from 5:00 - 9:00 p.m.

Thank you for your interest in the New York State Office of General Services (OGS) 2025 Summer at The Plaza vending program. OGS-sponsored events, such as the Summer at the Plaza Program, serve thousands of State employees and visitors and are intended to be family-friendly.

Commercial and not-for-profit non-food organizations may apply. Commercial vendors pledging a portion of their sales to charity do not qualify for not-for-profit status. Vendors are encouraged to provide information and/or sell products that reflect the theme of the festival including: Handmade or commercial products, fine arts, crafts, clothing, accessories, books, general merchandise, packaged, canned, jarred or otherwise processed food products that are intended to be taken home for consumption.

Load in for this event will be held from 2:00 - 4:00 p.m.

Application Deadline is August 31, 2026

Here's 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.
- Fully executed applications will be accepted on a first come, first served basis.
- Vendors will be notified via email of their event participation. Vendors will not be allowed to provide vending services at the event until they are in receipt of written approval of their application to participate.
- OGS reserves the right to extend deadlines.
- Commercial Service providers are not eligible.

Required Documents and Permits:

- 2026/2027 Permit Agreement
- Event Vendor Application
- Certificate of Insurance*

*Please review Certificate of Insurance requirements. Please visit **empirestateplaza.ny.gov/vendors** for additional guidance.

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 Hispanic Heritage Non-Food Vendors

Business Information

Business Name

Contact Name | **Phone** | **Email**

Business Address 1 | **Business Address 2**

City | **State** | **Zip**

How will the items you sell or 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, including 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.

☐ **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:

Electrical Service

Electrical Service: Please provide the information below in order for electrical service to be provided at your booth.

☐ **No Power Required**

☐ **110v Service (normal household plug)** → **Number of 110v 20 amp circuits required:** _____

Options, Fees & Payment

10'x10' Non-Food Vendor Booth	☐ $100	Total: $ 0
10'x10' State Agency or Not-for-Profit Vendor Booth	☐ $50	Total: $ 0
Each additional 10 feet	Qty: ____ x 50	Total: $ 0
	Grand Total:	$ 0

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 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

Clear Form

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

$

Name (Print)

Date

Signature*

_____

***The signature section must be completed. Electronic signatures are not accepted.**

For Office Use Only

Invoice #

Program

Received By