2026 Vendor Application

# Community Holiday Sales

*12.1.26, 12.2.26 & 12.3.26 | 10:00 AM - 3:00 PM*

## *At Empire State Plaza - Concourse Level*

This annual, multi-day, holiday sale offers not-for-profit organizations and craft vendors age 55 and older an opportunity to display and sell goods at the Empire State Plaza. Craft vendor products must be handmade by the participant. OGS-sponsored events held on the indoor concourse of the Empire State Plaza serve thousands of State employees and visitors are intended to be family friendly.

- Not-For-Profit Organizations are eligible to apply.
- Craft vendors age 55 and older providing the following **handmade** items are eligible to apply:

*Handmade holiday decorations & ornaments · Wreaths and bows · Clothing, toys, doll clothing*
*Quilts, wall & window hangings · Arts & crafts · Handmade artwork & frames*
*Jewelry & leather goods · Ceramics, candles, & trinkets*

- Ready-to-eat food is not permitted.

## APPLICATION DEADLINE IS 11/5/2026

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

- Fully executed applications will be accepted on a first come, first served basis.
- Vendors will be notified via e-mail of their event participation.
- OGS reserves the right to extend deadlines.

**Vendor Load in:** 7:00 am - 10:00 am

**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

NEW YORK STATE | Office of General Services

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

# Vendor Application: 2026 Community Holiday Sales

## 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:**

## Options, Fees & Payment

| | | |
|---|---|---|
| 10'x15' Vendor Booth* | ☐ $80 | Total $ 0 |
| Additional Tables (per table) | **Qty** x $5 | Total: $ 0 |
| Additional Parking (per space) | **Qty** x $10 | Total: $ 0 |
| Additional Chairs | **Qty** no charge | |
| | **Grand Total:** $ 0 | |

* A booth includes two tables, two chairs, access to 110v electrical power, and one reserved parking space. Overnight storage is available, however OGS takes no responsibility for lost or damaged goods. Load in begins at 7am the day of ~~the~~ event.

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.
☐ **Proof of Not-for-Profit Status** (if applicable)
☐ **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:** diane.hems@ogs.ny.gov

NEW YORK STATE | Office of General Services

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# 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** |
| | | |