

2015 Summer at the Plaza

Lunchtime Food Vending Program

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Thank you for your interest in the New York State Office of General Services (OGS) **2015 Lunchtime Food Vending Program**, which is held on the Empire State Plaza in downtown Albany. OGS-sponsored events, such as the Lunchtime Food Vending Program, held on the Empire State Plaza, serve thousands of State employees and visitors and are intended to be family friendly. Commercial organizations providing ready to eat food products and meeting the criteria required by the Albany County Department of Health may apply. A maximum of ten vendors will be chosen to participate in this program. The Lunchtime Food Vending Program will run from Monday, May 11 through Friday, October 9, 2015.

Two options are available, full week participation or Wednesday & Friday participation (in conjunction with the Empire State Plaza Farmers Market). The cost for full participation, 5 days a week for 23 weeks, is \$1,500.00; participation on Wednesdays and Fridays only, for 23 weeks, is \$1,000.00. 50% of your participation fee is due with your completed application; the final 50% is due by June 30, 2015. All applications must be received by April 17, 2015.

All applications for the 2015 Lunchtime Food Vending Program that are submitted by the above listed deadline will be considered. Sending an application does not guarantee acceptance into the program. Food vendors will be chosen by a selection committee utilizing the following criteria:

- Vendor's proposed 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%)
- The financial stability and organizational capacity of the Vendor to render the requested services to the State. (15%)
- Total proposed costs (quality and price of menu items.) (10%)
- Quality and detail of the application. (10%)
- Presentation of booth and signs (photos required.) (15%)
- Experience in providing food vendor services in similar events (company biography, resume.) (10%)
- How Vendor's menu items and overall presentation fit into the spirit and character of this OGS-sponsored event. (15%)

The ten highest rated applicants receiving a score of 75% or above will be awarded a Vendor Permit Agreement

Please see the complete list of Lunchtime Food Vendor Rules and Guidelines contained within Appendix D.

Appendix A
Vendor Checklist Lunchtime Food Vendor

Please complete this checklist and submit with your application to ensure all of the required information is provided to OGS. Failure to complete the application and include ALL listed documents could prevent participation in the program.

- _____ **Completed Vendor Application**
- _____ **Company Biography**
- _____ **Copy of current Albany County Mobile Vendor Permit**
- _____ **Signed Usage Permit Agreement with completed Notary Page**
Permit agreement located at: <http://www.ogs.ny.gov/ESP/CCE/Vendors.asp>
- _____ **Photos of booth and signs**
- _____ **Insurance Requirements (if not already on file for the current calendar year)**
- _____ **Payment of 1st installment * Any outstanding payment due to OGS may preclude participation. Personal checks are not accepted.**

*Payment may be by bank check, money order or credit card payable to: NYS Office of General Services

Return completed application with all above items to:
OGS Financial Administration
Empire State Plaza
PO Box 2166
Albany, NY 12220

Please include any additional information or questions in the space below:

New York State Office of General Services * Convention & Cultural Events
Room 130 • Empire State Plaza • Albany, New York 12242
www.empirestateplaza.org

Appendix B 2015 Lunchtime Food Vendor Application

Please complete the following vendor information form.

Business Name _____

Is your business a certified NYS Minority & Women Owned Business Enterprise? Y____ N____

Contact name _____ E-Mail _____

Address _____

City/Town _____ State _____ Zip _____

Telephone _____ Fax _____ NYS Sales Tax # _____

Check One: 5 Day Participation ____ \$1,500 Wednesday & Friday Participation ____\$1,000

*There will be no lunchtime Vending Program on May 25, August 12, September 7

Check the applicable type of vending: Truck ____ Cart ____ Canopy/Tables ____ Other ____

Dimensions of Vending Space Required (Maximum size allowed is 12' wide X 30' long): _____

Type of cooking fuel used: _____

Electrical Service: Please provide the information below in order for electrical service to be provided at your booth. Generators are not permitted.

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 not be wired on a daily basis.

Vehicle Information: Please print clearly. Failure to provide complete information will prevent access.

Driver 1 Name (Exactly as it appears on license): _____

Driver's License Number & State: _____

Driver 2 Name (Exactly as it appears on license): _____

Driver's License Number & State: _____

Vehicle 1 Make, Model, Year _____ Plate # _____ State Plate: _____

Vehicle 2 Make, Model, Year _____ Plate # _____ State Plate: _____

Appendix C 2015 Biography

Please complete the following vendor information.

Business Name _____

A brief description of your business:

Products you will be selling (please be specific) including sale prices. It is permissible to simply attach a menu. Attach additional pages if necessary:

Provide a description of services, years in business and past events. Attach additional pages if necessary:

Appendix D

2015 Lunchtime Food Vendor Rules and Guidelines

Application & Payment

- Vendor participation must be confirmed by the New York State Office of General Services (OGS). Evaluation of the application will occur after receipt of the completed vendor's application with all required documents and half of the participation fee.
- Documents must be received by the deadline date; there is no day-of-event application.
- Vendors must have a Permit Agreement and all necessary documentation for the calendar year on file with OGS Special Events Office in order to be eligible for the Lunchtime Vendor Program at the Plaza. Permit Agreements can be found at: <http://www.ogs.ny.gov/ESP/CCE/Vendors.asp>
- Participants must indicate on their application what products will be sold or what services will be promoted. Vendors who misrepresent themselves or their products for the purpose of securing booth space will forfeit participation in this program and/or future OGS sponsored events.
- Payment for vendor space may be charged or made by bank check, money order or credit card payable to: NYS Office of General Services.
- Once an application is approved and payment is made, refunds are not possible. Credit may be issued for exceptional circumstances, to be determined by OGS.
- Failure to pay outstanding invoices will forfeit future participation in this program and/or any future OGS sponsored events.

Arrival & Departure Times

- Vendor load-in is between 8:00 a.m. and 10:30 a.m. Load-out is between 2:00 p.m. and 3:30 p.m. All Vendors must enter and depart the vending area from the Madison Avenue Gates
- Vehicles will not be permitted to enter the Plaza between 10:30 a.m. – 2:00 p.m.
- Vending hours are from 9:00 a.m. - 2:00 pm. Vendors are not allowed to sell prior to or after these hours.
- Arrival and departure times will be strictly enforced. Anyone moving vehicles between 10:30 am to 2:00 pm will receive one warning. Repeat violations will result in loss of vending privileges. Vending fees will not be credited or refunded.

Booth Space

- Vendors participating in outdoor Plaza events are encouraged to take precautions for all weather conditions, especially wind.
- Vendors must provide all equipment for their booth area, to include tables, chairs, canopies and tent weights if applicable. Equipment should be appropriately weighted. Canopies must remain in assigned spaces; please note driven stakes are not possible on the Plaza level.
- Due to limited vehicle space on the Plaza, OGS reserves the right to limit the number of vehicles allowed access for load-in purposes. Requests for additional vehicle space will be considered on a case by case basis.
- All booth placements will be at the discretion of OGS.
- Vendors may not share booth space for the purpose of reducing application fees.
- Booths may not be loaned or sublet to anyone other than the applicant.
- Booths must be attended at all times.
- Tax ID must be in plain view if sales are taking place.
- Prices must be prominently posted at the sales location.
- Vendors may bring their own tables or additional equipment as needed; all items must fit within the designated booth space.
- Vendors are encouraged to bring hand carts or wagons to assist with the transport of merchandise.
- Vendors should provide absorbent mats in their cooking areas to prevent damage to the grounds and unsafe work area. (e.g. grease stains, slip hazards, etc.)
- Electrical outlets are available; vendors must provide their own extension cords and power strips.
- Vendors are expected to maintain the cleanliness of their booths at all times.
- Failure to leave the booth area in the condition it was provided will forfeit future participation and

possibly result in termination of current permit.

Display Area

- Tables should be covered with material suitable for tables (tablecloths, cloth fabric, plastic, etc.)
- Any display units (shelves, racks, etc.) should be made of a suitable material to enhance the theme of the display or be covered, painted or in some way decorated to hide unfinished materials (unfinished plywood, particle board, etc.).
- Signage should be neat, legible and professional looking.
- The use of cardboard box ends or other found materials are not permitted for signage material.
- Novelty signs are permitted but must maintain a professional appearance.

Electrical Services

- Electrical services must be requested on the application and will be provided to the best of OGS's ability. There is no additional charge for this service.
- Vendors who require 220V service are required to provide their own leads to be hard-wired into power distribution panels by OGS electricians. For this reason, 220V vendors may be grouped together at the distribution panel. Vendors must indicate the length of their 220V lead. This information is essential to assist in vendor placement and to ensure access to 220V power. Should a vendor fail to provide this information, OGS will not be responsible if 220V electrical power is not available.

Food Vending

- Food vendors will be assigned a specific vending location on the Plaza; all space assignment will be at the discretion of OGS.
- Vendors may not share space for the purpose of reducing application fees.
- Vending areas may not be loaned or sublet to anyone other than the applicant.
- Vending areas must be attended at all times.
- Tax ID must be in plain view if sales are taking place.
- Prices must be prominently posted at the sales location.
- Electrical power is provided to each vendor. Power requirements must be provided on the application form.
- All LP - Gas tanks must have Hydro Test Tags date stamped within the past five years. Only one backup LP tank will be allowed.
- No open air cooking, smokers or anything that produces abnormal amounts of smoke, odors or fumes will be permitted without written permission and prior inspection of equipment by OGS.
- If you are cooking with an open flame - LPG gas, charcoal, etc. you are required to have a 2A-10B-C (**ABC**) fire extinguisher. Vendors cooking with wood or charcoal are required to have a 2A (2 1/2 gallon pressurized water fire extinguisher). Additionally, if you are deep fat frying, you will need a **Class K** (silver - not red) extinguisher in addition to the aforementioned **ABC** extinguisher. Make sure your extinguishers are charged and have been inspected within the last calendar year. New York State Office of Fire Prevention and Control will be on site to inspect your extinguishers for compliance as well as other fire code regulations. If you do not comply with these regulations you will not be allowed to cook.
- The use of any public serving container made from or with the recycling code number 6, known as polystyrene foam is prohibited from use. Vendors found using items made of this material will be given one warning. Repeat violations will result in loss of vending privileges with no credit or refund.
- Trash receptacles are provided for patrons only. All refuse (boxes, cans, oil-grease etc.) are the responsibility of the vendor.
- Vendors are expected to maintain the cleanliness of vending areas at all times. Any staining resulting from oil(s) or grease shall be cleaned appropriately and thoroughly. Dumping of any substance except clean water into storm drains is prohibited.

Food Products

- OGS reserves the right to limit the sale of certain brand soft drinks, or require that a specific brand be offered (example: Coke vs. Pepsi). Should a sponsorship option exist for an exclusive beverage, vendors will be given the choice to sell only that brand or omit the alternative brand beverage from its menu.
- Vendors may only sell menu items previously approved on the County Health Department Vending Permit and applied for through their application to the Albany County Department of Health. Any requests for changes must be approved by the Albany County Department of Health and copied to OGS.
- OGS reserves the right to prohibit the sale, display or distribution of certain items, if in its sole opinion these items may reasonably cause concern over public safety or create conflict.
- OGS reserves the right to offer promotional sampling at all programs. This may include free samples of food and beverage items. All attempts will be made to provide this information to vendors prior to the event.

Parking

- For all parking arrangements, see the Event Coordinator for direction and details.

General Conditions

- All participants are expected to conduct themselves with courtesy and in an orderly manner. Arguments, harassment, sexual harassment, name-calling, profane language, or fighting are grounds for revocation of the vendor permit.
- Exhibitors are not permitted to sell, advertise or distribute product outside of their assigned area.
- Absolutely no hawking permitted.
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- OGS reserves the right to change the location, dates, hours, or to terminate entirely the operation of the scheduled event at any time and without prior notice to the vendor.
- Vendors may not refer to themselves as a “sponsor,” “co-sponsor” or other terms conferring status other than of a participant.
- OGS reserves the right to restrict the sale of items considered to be of dangerous or destructive nature (examples: weapons, firework novelties, etc.)
- OGS will not consent to the sale of merchandise containing the names, logos and/or images of New York State, the NYS Capitol, Empire State Plaza or Harriman State Campus.