

2014 Summer Sale at the Harriman State Campus

Show Dates: 5/15, 6/12, 7/17, 8/21, and 9/18

For additional information please contact Garrett Charland
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Thank you for your interest in the New York State Office of General Services (OGS) **2014 Summer Sale at the Harriman State Campus** vending program. Please see the vendor descriptions below to determine if this application applies to you. All applications for the Summer Sale at the Harriman State Campus vending program that are submitted by the below listed deadlines will be considered. Sending an application does not guarantee acceptance into the program.

Please be advised that new vendor guidelines have recently been adopted by the New York State Office of General Services, Special Events Office. In order to be open, transparent and fair to all applicants, a new process of evaluating all vendor applications is now in place and will be implemented for all events produced by the Special Events Office. A list of criteria, detailed in the application, will be used to review and evaluate each vendor application.

1. The financial stability and organizational capacity of the Vendor to render the requested services to the State. (30%)
2. Total proposed costs (quality and price of sale items.) (20%)
3. Completeness of the application. (10%)
4. Presentation of booth and signs (photo.) (20%)
5. How Vendor's sale items fit into the spirit and character of the event. (20%)

Those receiving a score of 75% or above will be awarded a Vendor Permit Agreement, subject to space limitations at each event. Should there not be enough space to accommodate all vendors attaining a passing score, then the available spaces will be awarded individually for each event to those achieving the highest scores. 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.

- Handmade or commercial products, fine arts, crafts, clothing, accessories, books, general merchandise
- Service providers representing commercial and not-for-profit organizations are not permitted.
- Informational vendors are not permitted.
- Food Vendors are not permitted.
- Foot Vendors are not permitted.

Please see the complete list of Summer Sale at the Harriman State Campus Guidelines.

Early applications are encouraged.

Application Deadline May 7, 2014

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

Appendix A

Summer Sale at the Harriman State Campus Checklist

Please complete this checklist and submit with your application to ensure all of the required information is submitted. Failure to complete the application and include ALL listed documents will prevent participation in the events.

_____ **Vendor Application**

_____ **Company Biography**

_____ **Vendor Information Sheet**

_____ **Usage Permit Agreement with completed Notary Page, Photos of booth and insurance requirements (if not already on file for the current calendar year)**

<http://ogs.ny.gov/ESP/CCE/Vendors.asp> **(Not applicable for New York State Agencies)**

_____ **Proof of Not for Profit Status (If applicable)**

_____ **Payment in Full * 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 payment to:

NYS Office of General Services
PO Box 2282
Albany, NY 12220-0282

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

Summer Sale at the Harriman State Campus Vendor Application

Please complete the application by indicating the event(s) you wish to participate in and the applicable fees. Additional booth space is not offered at a discounted rate unless specifically noted.

Vendor Name: _____

Summer Sale at the Harriman State Campus Show Dates (5/15, 6/12, 7/17, 8/21, and 9/18)

Hours: 10am-2pm-, Load-in: 8am

Basic Vendor Space per Show:

10' x 15' space includes 1 parking space each day.

Rates: \$150.00 for all dates.

Total Payment Payable to NYS Office of General Services Enclosed: \$_____

Parking: Vehicles may enter the show area for unloading and then park in designated parking areas.

Note: This is an outdoor show. A rain call will be made on the day before the show by 3:00pm. If the rain call is made, the show moves to Friday. Tables and chairs are not provided for Campus Craft Shows. Tents, canopies or other sun cover are suggested but not required. Electrical power is not available.

Appendix C

Summer Sale at the Harriman State Campus Vendor Information

Please complete the following vendor information form.

Business Name _____

Is your business a certified NYS Minority & Women Owned Business Enterprise? Y___ N___

Contact _____ E-Mail _____

Address _____

City/Town _____ State _____ Zip _____

Telephone _____ Fax _____ NYS Sales Tax # _____

A brief description of your
business: _____

Products you will be selling (please be specific) including sale prices. Attach additional pages if
necessary: _____

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

If paying by credit card, please complete the form below and submit it with your application.

**New York State Office of General Services
Convention & Cultural Events Office**



Please charge my: Amount: \$_____

Account No. - - -

Expiration Date: / Billing Zip Code: -
Month Year

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

Name: _____
Please Print

Signature: _____ Date: _____

If credit card name is different from business name, please indicate business name:

..... OFFICE USE ONLY

Inv. # _____ Rec'd by _____ Program _____

APPENDIX D

Harriman State Campus Vendor Rules & Guidelines

You must include these pages in your application, but please keep a copy of these guidelines for your reference.

Application & Payment

- Vendor participation must be confirmed by the New York State Office of General Services (OGS); confirmation will not take place until the vendor's application(s) and full payment are received.
- Documents must be received by the deadline date; there is no day-of-event application.
- 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 events.
- Payment for vendor space may be charged or made by 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. Should a credit be issued, the cost of reserved parking may be withheld.
- Failure to pay outstanding invoices will forfeit future participation in this program and/or any future events.

Vending Space

- Vendors participating in outdoor Harriman Campus events are encouraged to take precautions for all weather conditions, especially wind. Tents must be properly weighted.
- 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 allowed.
- Due to limited vehicle space at the Harriman Campus 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 vendor placements will be at the discretion of OGS.
- Vendors may not share space for the purpose of reducing application fees.
- Assigned space may not be loaned or sublet to anyone other than the applicant.
- Assigned space 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 assigned space.
- Vendors are encouraged to bring hand carts or wagons to assist with the transport of merchandise.
- Vendors are expected to maintain the cleanliness of their space at all times.
- Failure to leave your assigned space area in the condition it was provided will forfeit future participation and possible termination of current permit.

Parking

- Parking spaces are available in Parking Lot "D". A permit must be obtained from the Event Coordinator prior to the event.
- Vendors may drive their vehicles close to their vending site for the limited purpose of load-in/load-out.
- Vehicles will not be permitted to remain at the site during vending hours. Should it become necessary, any vehicles left at vending sites will be towed at owner's expense.

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.

Merchandise

- Ready-to-eat food products are not permitted for sale.
- All merchandise must be suitable for a family audience.
- Logo or designer products must be authenticated as under license from legitimate sources.
- Quantity and quality of products for sale must be sufficient to be considered first quality.
- Items marked “close-out,” “seconds,” or similar are not permitted.
- Used goods, unless considered “collectibles” are not permitted.
- Yard sale, flea market, or swap meet type products and displays are not permitted.
- OGS reserves the sole right to request removal of any products that it feels are not suitable for display and/or sale.
- Informational vendors are not permitted.
- Service providers representing commercial and not-for-profit organizations are not permitted.

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.
- 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.
- All comments and concerns should be directed to the coordinator of the event.