

2011 MYSTIC FAIR At the Plaza

**WEDNESDAY, OCTOBER 26, 2011
THURSDAY, OCTOBER 27, 2011
10:00AM – 3:00PM**

Dear Friends,

It's time to start planning for the much anticipated Mystic Fair at the Plaza. The 2011 Mystic Fair will take place indoors on the Concourse of the Empire State Plaza in Albany, NY on October 26 & 27, 2011 from 10:00am – 3:00pm. Anticipated services include, but are not limited to: tarot card readers, angel readers, psychics, dream interpreters, astrologists and handwriting analysis. Space for these services are very limited and are accepted on a first come, first serve basis.

The Mystic Fair offers providers of holistic goods and services an opportunity to display, sample and sell at the Empire State Plaza. Encouraged vendors include, but are not limited to: healthy living, visionary arts and music, massage and healing, mind, body, spirit, gems and seasonal items. Previous Fairs have proved to be a tremendous success and we have received many compliments from both our fair participants and guests.

The OGS Convention and Cultural Events team has been creating and producing quality events at the Empire State Plaza since 1977. From the annual July 4th festivities to the Auto Show, the OGS Convention and Cultural Events Office handles over 800 events annually at the Plaza.

If you are interested in being a part of the 2011 Mystic Fair, please return the attached Vendor Application, along with your credit card payment or check made payable to: OGS Convention and Cultural Events.

If you have additional questions, please contact Sandy Zehner at (518) 474-4759 or via email at sandy.zehner@ogs.ny.gov.

CONCOURSE VENDOR GUIDELINES

Throughout the year, the New York State Office of General Services Convention and Cultural Events Office extend an opportunity for commercial vendors to display and sell their products to the public. "Mini-Festivals" such as Oktoberfest, Maple Harvest Festival, St. Patrick's Salute, Italian Festa and Santa's Sidewalk Sale are examples of such activities.

In an effort to maintain display standards and present an attractive, neat appearance to the public, the following Vendor Display Guidelines are in effect:

Display

- Tables should be covered with material suitable for tablecloths – fabric, plastic, decorative paper, etc.
- If possible, table covers should reach to the floor on the public side of the booth.
- Any display units – shelves, racks, etc. should be made of a suitable material to enhance the theme of your display or be covered, painted or in some way decorated to hide unfinished materials (unfinished plywood, particle board, etc.)

Signage

- Signage should be neat, legible and professional looking.
- The use of cardboard box ends or other found materials are not permitted for signage material.
- In the case of a themed booth display (rustic, country, kids, etc.), novelty signs are permitted but must maintain a professional appearance.

Merchandise

- Ready-to-eat food products are not permitted for sale by General Merchandise vendors.
- All merchandise should 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, at its discretion, that it feels are not suitable for Concourse display and/or sale.

General Conditions:

1. Once confirmed, refunds are not possible. Credit may be issued for exceptional circumstances to be determined by Convention and Cultural Events Office. Should a credit be issued, cost of reserved parking may be withheld.
2. Participants are expected to maintain the cleanliness of their booths at all times.
3. Failure to leave booth space in condition found will forfeit future participation.
4. Vendors may bring their own tables, or additional equipment, as needed, that will fit within the designated booth space.
5. Specialty food products refer to packaged items not intended to be eaten on the spot.
6. Failure to pay all outstanding invoices will forfeit future participation.
7. Tax ID must be in plain view if sales are taking place.
8. Booths may not be loaned or sublet to anyone other than the applicant.
9. Booths must be attended at all times.
10. 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.
11. Any articles found by a participant will immediately be turned over to the Plaza Manager's Office. Customers looking for lost items should be directed to the Plaza Manager's Office.
12. Participants will indicate on their application what products they will be selling or what services promoted. Vendors who misrepresent themselves or products for the purpose of securing booth space will forfeit participation for future events.
13. Payment for vendor space may be charged or made by check, money order or credit card payable to: OGS Convention and Cultural Events prior to participation date. Cash refunds for cancellations are not possible.
14. 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.
15. OGS will not consent to the sale of merchandise containing the names, logos and/or images of New York State, the NYS Capitol or the Empire State Plaza.

September 2011

Mystic Fair at the Plaza
Wednesday, October 26, 2011 & Thursday, October 27, 2011
10:00am – 3:00pm
Load-in 8:00am – 10:00am

Business Name _____

Contact _____ e-mail: _____

Address _____ Town _____ State _____ Zip _____

Telephone _____ Fax Number _____ NYS Sales Tax # _____

Important – Please describe your products/activities: _____

Vehicle/Parking Information: Will your vehicle fit in the V-Lot (6ft 6in or lower in height)? _____ yes

Or Do you need P-1N (6ft 6in higher in height)? _____ yes

Indicate Driver's Name (Exactly as it appears on license): _____

Driver's License Number: _____ Plate # _____ Plate/Lic State _____

Failure to provide vehicle information may delay confirmation or prevent participation

Basic Booth Space Single Event

10 x 10 includes 1 table, 2 chairs,
 access to 110v elec. Power, 1 res. parking space
 (Permitted uses – arts, crafts, merchandise, service
 Providers, commercial promotions, packaged food products)

Vendor	Reader
\$80 <input type="checkbox"/>	\$100 <input type="checkbox"/>

Add-on Space:

Additional 10 foot space with 1 additional table
 (Must be in conjunction and adjacent to basic booth space)

Additional Parking: (per extra space)

Indicate Lot: _____ V-Lot _____ P-1N

Indicate Driver's Name: _____

Driver's Lic # _____ Plate # _____

Additional Table:

Additional table at booth location – indicate # _____

Additional Chair

Additional chair at booth location – indicate # _____

Health Permit

Albany Co. Dept. of Health Permit is required for sampling food items.

Please indicate items: _____

\$50.00	<input type="checkbox"/>
\$10.00	<input type="checkbox"/>
\$10.00	<input type="checkbox"/>
no charge	
\$30.00	<input type="checkbox"/>
Sub total	\$ _____

Total Due with Application

Please make checks payable to OGS Convention and Cultural Events and return to OGS Finance, P.O. Box 2117, Albany, NY 12220.

To pay with your credit card...

Please complete the form below and return with your application.

Thanks!

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



Please charge my: Amount: \$ _____

Account No. - - -

Expiration Date: / Billing Zip Code: -

Month Year

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 _____