

# 2011 At the Plaza

## Summer Special Events at Albany's Empire State Plaza

### NYS-OGS Convention & Cultural Events Office

# APPLICATION FOR NONFOOD VENDORS

Thank you for your interest in taking part in free to the public festivals at Albany's Empire State Plaza. The Special Events Office can be reached at (518) 473-2982 or e-mailed to: [jason.rumpf@ogs.state.gov](mailto:jason.rumpf@ogs.state.gov).

We categorize vendors into two main groups - food and non-food. This application is specifically for nonfood vendors, please see our website for the food vendor application: [www.ogs.state.ny.us/ESP/CCE/Vendors.asp](http://www.ogs.state.ny.us/ESP/CCE/Vendors.asp). Not all events allow the same mix of vendors, please refer to the specific event applications.

#### •Non-Food Vendors

##### ***include Crafts/Merchandise/Service Providers/Not-for-Profit Community Groups/State Agencies***

This category includes vendors of handmade or commercial products, fine arts, clothing and accessories, children's toys, books, general merchandise, cosmetics, packaged, canned, jarred or otherwise processed food products that are intended to be taken home; services providers representing telecommunications, financial services, home improvement, etc., local, state and federal agencies, bona-fide not-for-profit groups with NYS Dept. of State Charities registration, community groups, religious groups, and fraternal groups that utilize volunteer assistance for a substantial portion of their operation. Information and sales for the purpose of fund raising are permitted.

*\*\*\*Please note the sale or distribution of Helium balloons is not allowed on Kid's Day.*

#### •Foot Vendors

Vendors of this type are limited to the following items only: balloons, fresh or silk flowers, glow light or similar products, children's novelties. The following are expressly forbidden: foods and drink items, items of clothing, newspapers or other periodicals, silly string or similar items that may potentially discolor Plaza surfaces or artwork. Vendors who have purchased a fixed booth location may not vend on foot unless they specifically purchase this option. OGS will supply credentials for each purchased foot seller, more than one seller will be allowed per vendor, provided each is paid for. OGS will not provide product exclusive. All efforts will be made to prevent unauthorized foot vendors on the Plaza, but can not guarantee against it. Please note - foot vendors are not allowed on Kid's Day.

Participation in all events is "first-come, first-served," based on a policy of past credit history, space availability and pre-payment. Application deadline dates are established for all events and are indicated on the application and listed below. In some events strong vendor response and limited available spaces may close out an event prior to the deadline date listed below. July 4th in particular goes fast - book early to be sure!

#### **2011 Festival Application:**

African-American Family Day - Sat. August 6  
Food Festival - Wed. August 17  
Local Legends Live - Friday, September 9  
Hispanic Heritage Celebration - Sat. Sept. 17

#### **Deadlines:**

Friday, July 22, 2011  
Friday, July 29, 2011  
Friday, August 26, 2011  
Friday, Sept. 2, 2011

**NEW YORK STATE OFFICE OF GENERAL SERVICES  
CONVENTION AND CULTURAL EVENTS OFFICE  
(518) 473-2982 or [www.empirestateplaza.org](http://www.empirestateplaza.org)**

***If you sample food items:*** Those participants selling/sampling food must apply for an Albany Co. Department of Health permit - regardless if you have a permit for another location or other events. Additional insurance will be required. To apply for a permit, specific documents must be included to prove your Worker's Compensation and Disability Insurance status. If you are exempt, a specific document with that information must be provided. Vendors must provide these documents WITH your vending application. The permit fee is \$30. Incomplete information will be returned to you. Please see our website for details: <http://www.ogs.state.ny.us/ESP/CCE/Docs/FoodPermitInfo.pdf>. Please contact Special Events for assistance.





2011 Nonfood Vendor Participant Application

**LOCAL LEGENDS LIVE**

Friday, September 9, 2011 load-in 9 am, Event hours Noon - 9 pm  
Application Deadline: Friday, August 26 or until Capacity is Reached

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ NYS Sales Tax # \_\_\_\_\_

E-Mail \_\_\_\_\_

Describe your products/services: \_\_\_\_\_

1.Driver's Name (F, MI, L)

2.Driver's Lic. Number & State

3.Vehicle Plate No. & State

Will there be a trailer?  Yes  No

4.Trailer Plate No.

5. Trailer Plate State

Please write clearly. Driver information must match who is behind the wheel when you enter the Plaza. Please use name exactly as it appears on the License - if it is "William", do not indicate "Bill." If you do not provide correct or complete information you may be denied entry to Plaza. If you have additional vehicles, please provide all 5 items of information on a separate sheet.

**Not-for-Profit Community Group**

Space size: \_\_\_\_\_ 10 feet frontage x 10 feet depth \$50 \_\_\_\_\_  
vendors seeking larger spaces please purchase additional booths

**Non-Food Vendor** - including crafts, merchandise, service providers

Space size: \_\_\_\_\_ 10 feet frontage x 10 feet depth \$75 \_\_\_\_\_  
vendors seeking larger spaces please purchase additional booths

**On-Foot/Wandering Vendor** - limited to balloons, fresh or silk flowers, glow lights, kid's novelties

first permit \_\_\_\_\_ price each \$50 # add'l permits \_\_\_\_\_ price each add'l permit \$25 \_\_\_\_\_

**ELECTRICAL INFO:** *There is no additional fee for electrical service, however you must provide the information here for service to be provided:*

**110v Service (normal household plug)**

How many 110v 20 amp circuits do you require?  (Each line has 2 plugs with a combined capacity of 20 amps.)

Complete this application and return all required paperwork and payment to:  
NYS Office of General Services, PO Box 2117, Albany, NY 12220.

Once confirmed, refunds are not possible. Telephone inquiries (518)473-2982

2011 Nonfood Vendor Participant Application  
**HISPANIC HERITAGE CELEBRATION**

Saturday, September 17, 2011 load-in Noon, Event hours 3 - 8 pm  
Application Deadline: Friday, September 2 or until Capacity is Reached

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ NYS Sales Tax # \_\_\_\_\_

E-Mail \_\_\_\_\_

Describe your products/services: \_\_\_\_\_

1.Driver's Name (F, MI, L)

2.Driver's Lic. Number & State

3.Vehicle Plate No. & State

Will there be a trailer?  Yes  No

4.Trailer Plate No.

5. Trailer Plate State

Please write clearly. Driver information must match who is behind the wheel when you enter the Plaza. Please use name exactly as it appears on the License - if it is "William", do not indicate "Bill." If you do not provide correct or complete information you may be denied entry to Plaza. If you have additional vehicles, please provide all 5 items of information on a separate sheet.

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**New York State Office of General Services  
Special Events Office**

**Credit Card Payment**

If you wish to pay with a credit card, please complete the following and return with your application:

Please charge my:     Amount: \$ \_\_\_\_\_

Discover Card      MasterCard      VISA      American Express

Account No     -     -     -

Expiration Date:   /          Billing Zip Code:       -

Month      Year

Name: \_\_\_\_\_  
*Please Print*

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT - If credit card name is different from business name, please indicate business name:** \_\_\_\_\_

Please remember to include your event application page along with this charge form.

	Name of Event	Amount
Please indicate which event you are charging:	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
		Total \$ _____

-----OFFICE USE ONLY-----

Inv. # \_\_\_\_\_ Rec'd by \_\_\_\_\_ Prog \_\_\_\_\_

## **RULES FOR THE EMPIRE STATE PLAZA VENDOR PARTICIPATION**

1. Payment for vendor space may be charged or made by check or money order payable to: OGS Special Events. Once confirmed, refunds are not possible. Should a participant be unable to attend a previously reserved event, a credit may be issued at the discretion of OGS Special Events, provided notification is received at least 24 hours prior to the event. Cash refunds are not possible.
2. All grease used for deep fat frying or other purposes must be removed by vendor at the close of the event. Please refer to the attachment hereto regarding specific fire extinguisher rules for deep fat frying.
3. Participants are expected to maintain the cleanliness of their booths at all times. Failure to observe reasonable standards of sanitation will result in the revocation of the Vending Permit.
4. Failure to leave booth space in condition found will forfeit future participation.
5. Electrical power is available as noted on specific applications. Service is 20 amps. No extension cords or power strips are provided. Electrical service will be terminated approximately 30 minutes after final stage presentation.
6. Participants providing their own electrical extension leads are required to use UL approved 12 gauge or higher sets.
7. Because of the size of most events, arrangements are made for outdoor setups. Vendors are encouraged to take precautions for all weather conditions, especially wind.
8. Vendors may provide their own canopies. Please note, because of the Plaza surface, driven stakes are not possible, and canopies must remain in assigned space.
9. Vendors may bring their own tables, or additional equipment as needed that will fit within the designated booth space.
10. Potable water will be available at central locations. Individual water lines are not available or permitted. Water service will be terminated approximately 30 minutes prior to the conclusion of the final stage presentation.
11. Specialty food products refer to packaged items not intended to be eaten on the spot.
12. Vendors may not refer to themselves as a "sponsor," "cosponsor" or other terms conferring status other than of a participant.
13. OGS reserves the right to limit the sale of certain branded soft drink items, or require that a specified brand be offered if that type of item is on a vendor's menu (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 that item from the menu. Notice of such arrangements will be provided to vendors as soon as they are confirmed by the OGS Special Events Office.
14. Failure to pay outstanding invoices will forfeit future participation.
15. Tables and chairs or other support materials are not provided for outdoor festivals and concerts.
16. Your New York State Sales Tax ID card must be in plain view, if sales are taking place.
17. Booths may not be loaned or sublet to anyone other than the applicant. It is the applicant's responsibility to provide vehicle entry information, date & space confirmation details and any other specific operating procedures to staff.
18. 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.
19. 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, (518) 474-8860.
20. 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.
21. 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.
22. 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.
23. Vendors using Liquefied Petroleum Gas (LPG) should familiarize themselves with the attached guidelines.
24. OGS will not consent to the sale of merchandise containing the names, logos and/or images of New York State, the New York State Capitol or the Empire State Plaza.
25. Should the entertainment portion of an event be moved due to inclement weather, every effort will be made to provide food vendors with sales space. Indoor cooking restrictions apply.
26. New York State Police and OGS reserve the right to restrict the sale of items of a dangerous or destructive nature. Examples include: knives, silly string, poppers, snakes or similar child novelties.
27. Due to limited vehicle space on the Plaza, OGS reserves the right to limit the number of vehicles allowed access for load-in purposes. Vendors occupying a 10 ft space are allowed 2 vehicles, a 20 ft space 4 vehicles, etc. Requests for additional vehicle access will be considered on a case-by-case basis.
28. 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 use will result in loss of vending privileges with no credit or refund.
29. Food vendors are required to display prices in a conspicuous location visible to patrons.