

New York State Office of General Services  
Convention and Cultural Events  
Room 130 • Empire State Plaza • Albany, New York 12242

# **Spring Mini Fests**

## **At the Empire State Plaza**

***St. Patrick's Day Salute***

***March 15, 2012***

**&**

***Polish Dingus Day***

***April 26, 2012***

**Sign Up For Both Events at a Discounted Rate**

***Reserved parking is included in the booth fee***

The New York State Office of General Services Convention and Cultural Events Office invites you to take part in the annual St. Patrick's Day Salute and Polish Dingus Day. Music, traditional foods and beverages will be available for a lunch time treat from 10:00 a.m. to 2:00 p.m. each day. Vendors offering packaged food products, crafted and commercial gift items are invited to participate. The celebrations will take place on the Plaza's South Concourse.

***Spring Mini Fests Application Deadline March 1, 2012***

***St. Patrick's Day Salute Only: Application Deadline March 1, 2012***

***Polish Dingus Day Only: Application Deadline April 11, 2012***

***Early applications are encouraged***

***Please see the complete list of Concourse Vendor Guidelines***

This application is available from our website:

[www.empirestateplaza.org](http://www.empirestateplaza.org)

For additional information please contact Sue Ross

Tel (518) 473-7665 Fax 473-0558

e-mail [sue.ross@ogs.ny.gov](mailto:sue.ross@ogs.ny.gov)

New York State Office of General Services  
Convention and Cultural Events  
**Spring Mini Fests**  
At the Empire State Plaza

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

Contact \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ 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 the P-1N Lot (6ft 6in or higher in height)? \_\_\_\_\_yes

Driver's Name (Exactly as it appears on license): \_\_\_\_\_

Driver's License Number & State: \_\_\_\_\_

Plate # \_\_\_\_\_ State Plate: \_\_\_\_\_ Trailer Plate # State \_\_\_\_\_  
(If applicable)

*Failure to provide vehicle information may delay confirmation or prevent participation.*

**Basic Booth Space:**

10' x 10' space includes 1 table, 2 chairs, access to 110v electrical power, 1 parking space per event.

**Special Booth Rate for Both Festivals: \_\_\_\_\_ \$120.00**

**St. Patrick's only: \_\_\_\_\_ \$80.00 Polish Dingus only: \_\_\_\_\_ \$80.00**

**Additional Space:** Added 15' with 1 additional table (*must be in conjunction and adjacent basic booth space*)

**St. Patrick's: \_\_\_\_\_ \$50.00 Polish Dingus: \_\_\_\_\_ \$50.00**

**Health Permit:**

An Albany County Department of Health Permit is required if you are providing sample food items. Please indicate your food items: \_\_\_\_\_

**St. Patrick's: \_\_\_\_\_ \$30.00 Polish Dingus: \_\_\_\_\_ \$30.00**

**Additional Tables** are available at \$5.00 per table

**St. Patrick's: # \_\_\_\_\_ table(s) Polish Dingus: # \_\_\_\_\_ table(s) X \$5.00 \$ \_\_\_\_\_**

**Additional Chairs** are available at no charge: **St. Patrick's: # \_\_\_\_\_ chair(s) Polish Dingus: # \_\_\_\_\_ chair(s)**

**Total Due with Application \$ \_\_\_\_\_**

*Please make checks payable to: NYS Office of General Services  
Return completed application with payment to: NYS Office of General Services, PO Box 2117, Albany, NY 12220*

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

THIS PERMIT AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 201\_\_ by and between the People of the State of New York, acting by and through the Commissioner of the New York State Office of General Services (hereinafter referred to as "OGS") and \_\_\_\_\_ (hereinafter referred to as "Vendor"). W I T N E S S E T H

WHEREAS, OGS has management supervision over the rooms, facilities and general domain of the Empire State Plaza, (hereinafter referred to as "Plaza") and

WHEREAS, OGS, through its Convention & Cultural Events Office (hereinafter referred to as "CCE"), wishes to permit food, craft, merchandise and other vendors to take part in community events for the sale and distribution of certain products and services (hereinafter referred to as "Vendors"), and

WHEREAS, the Vendor wishes to sell these products in those areas and during those times OGS hereinafter designates.

NOW THEREFORE, in consideration of the mutual covenants contained in this agreement, the parties agree as follows:

- **Operation.** OGS CCE expects to present vendor opportunities throughout the year. The dates and hours of operation are indicated on separate applications and must be submitted with the Permit Agreement for consideration.
- **Location.** The Vendor Area will be located in designated areas at the Empire State Plaza and Harriman State Office Campus.
- **Application.** In consideration of the permission to occupy space and sell food, craft, merchandise or other services at designated events, the Vendor agrees to file a Registration Application with the OGS CCE who will sponsor the event, to be submitted and approved by OGS CCE before OGS signs this agreement. Space will be allocated by OGS CCE, per the Vendor's Application request and as space permits. Vendor is hereby granted a non-exclusive right, for those events that are approved by OGS on the Registration Application, to occupy and use the specified booth space for such events on the dates and at the consideration detailed on the Registration Application. The Vendor's completed and approved Registration Application is attached hereto as Appendix B hereof and is hereby incorporated by reference and made a part hereof as fully as if set forth at length herein.
- **New York State Sales Tax Certificate of Authority.** Should sales be taking place, the Vendor agrees to procure and maintain during the period covered by this agreement a valid New York State Sales Tax Identification Certificate. A copy of the Sales Tax Certificate of Authority must be displayed in a prominent location at all times while at the permitted location.
- **Insurance Requirements.**

**Note: Craft/Merchandise vendors that do not sell any food, and that are granted a waiver after they have certified that they are unincorporated small businesses for which the provision of insurance would impose an undue financial burden are not required to provide proof of insurance coverage (see Section 12). Wineries and microbrews are required to provide proof of liquor liability insurance.**

The Vendor agrees to procure and maintain during the period covered by this agreement the following types of insurance:

Commercial General Liability (CGL) \$2,000,000 Each Occurrence  
Automobile Liability \$1,000,000 Combined Single Limit

**WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS REQUIREMENTS:**

Workers' compensation law (WCL) §57 & §220 requires the heads of all municipal and state entities to ensure that businesses applying for permits, licenses or contracts have appropriate workers' compensation and disability benefits insurance coverage. This requirement applies to both original contracts and renewals, whether the governmental agency is having the work done or is simply issuing the permit, license or contract. Failure to provide proof of such coverage or a legal exemption will result in a rejection of your bid. Proof of Compliance with Workers' Compensation Coverage Requirements: ACORD forms are NOT acceptable proof of workers' compensation coverage. In order to provide proof of compliance with the requirements of the Workers' Compensation Law pertaining to workers' compensation coverage, contractors shall:

- A) Be legally exempt from obtaining workers' compensation insurance coverage; or
- B) Obtain such coverage from insurance carriers; or
- C) Be a Workers' Compensation Board-approved self-insured employer or participate in an authorized self-insurance plan.

Contractors seeking to enter into contracts with the State of New York shall provide one of the following forms to the Office of General Services at the time of bid submission or shortly after the opening of bids:

A) Form CE-200, Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required which is available on the Workers' Compensation Board's website ([www.wcb.state.ny.us](http://www.wcb.state.ny.us));

(Reference OGS Convention and Cultural Events vending on the form)

B) Certificate of Workers' Compensation Insurance:

1) Form C-105.2 (9/07) if coverage is provided by the contractor's insurance carrier, contractor must request its carrier to send this form to the New York State Office of General Services, or

2) Form U-26.3 if coverage is provided by the State Insurance Fund, contractor must request that the State Insurance Fund send this form to the New York State Office of General Services.

C) Form SI-12, Certificate of Workers' Compensation Self-Insurance available from the New York State Workers' Compensation Board's Self-Insurance Office.

D) Form GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance available from the contractor's Group Self-Insurance Administrator.

Proof of Compliance with Disability Benefits Coverage Requirements:

In order to provide proof of compliance with the requirements of the Workers' Compensation Law pertaining to disability benefits, contractors shall:

A) Be legally exempt from obtaining disability benefits coverage; or

B) Obtain such coverage from insurance carriers; or

C) Be a Board-approved self-insured employer.

Contractors seeking to enter into contracts with the State of New York shall provide one of the following forms to the Office of General Services at the time of bid submission or shortly after the opening of bids:

A) Form CE-200, Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required which is available on the Workers' Compensation Board's website ([www.wcb.state.ny.us](http://www.wcb.state.ny.us)); (Reference OGS Convention and Cultural Events vending on the form)

B) Form DB-120.1, Certificate of Disability Benefits Insurance. Contractor must request its business insurance carrier to send this form to the New York State Office of General Services; or

C) Form DB-155, Certificate of Disability Benefits Self-Insurance. The Contractor must call the Board's Self-Insurance Office at 518-402-0247 to obtain this form.

ALL OF THE ABOVE REFERENCED FORMS, EXCEPT CE-200, SI-12 & DB-155 MUST NAME: The Office of General Services, Convention & Cultural Events, Concourse - Room 130, Empire State Plaza, Albany, NY 12242 as the Entity Requesting Proof of Coverage (Entity being listed as the Certificate Holder)"

If such CGL insurance contains a general aggregate limit, it shall apply separately to this location. CGL insurance shall be written on ISO occurrence form CG 00 01 10 and shall cover liability arising from premises operations, independent contractors, products-completed operations, personal and advertising injury, owners and contractors protective, cross liability coverage and liability assumed in a contract (including the tort liability of another assumed business contract). The above policy limits may be achieved through a combination of primary and umbrella policies.

A certificate of insurance must be filed with the NYS Office of General Services, Convention & Cultural Events, Room 130 Concourse, Empire State Plaza, Albany, New York 12242, or faxed to (518) 473-0558, evidencing such coverage before the Vendor is allowed to use space at the Plaza. Such certificate must indicate that the People of the State of New York and NYS Office of General Services are additional insureds on the policies and that the insurance policies may not be canceled without thirty (30) days written notice to NYS Office of General Services.

- 6. Indemnification.** The Vendor agrees to defend, indemnify and save harmless OGS and the People of the State of New York and their officers, agents and employees against any and all claims, demands or causes of action arising out of any loss of or damage to property or injury or death of any person which

may be due in any manner to the installation, use, maintenance, state of repair or presence of the Vendor's stand, booth or other installation or structure of any kind at the permitted location or the sale of products therefrom. Vendor's liability pursuant to this indemnity provision shall not be limited by the amount of any insurance coverages required to be maintained hereby.

7. **Rules.** The Vendor agrees to abide by any rules governing the operation of Vendors at the permitted location heretofore or subsequently adopted by OGS. Initial rules, attached hereto as Appendix "A", are expressly incorporated into and made part of this Agreement.
8. **Compliance.** The Vendor agrees to comply with the terms of this agreement and the rules pertaining to vending at the permitted location. Failure of the Vendor to comply with these terms will result in revocation of the permission to participate granted herein.
9. **Reservation.** 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. OGS will make reasonable efforts to provide advance notice to Vendors of any changes or cancellations.
10. **Assignment.** Vendor agrees not to assign this Vendor Agreement without the prior written consent of OGS. Such consent may be unreasonably withheld.
11. **Force Majeure** If the event is rendered impossible or infeasible by destruction or damage to the facility, or by any act or regulation by any governmental body, civil tumult, strike, epidemic, condition of war, or any other condition determined by OGS to represent or constitute a threat to the safety of the public or the intended audience or facilities, including, but not limited to, the then current status of the state or federal alert systems, or by the restricted availability of motor fuel for the audience which renders this type of event in the opinion of OGS financially infeasible or impractical, it is understood and agreed this agreement shall be cancelled and that there shall be no claim for damages by either party to this agreement. In the case of such a cancellation, the Permittee will not be entitled to a refund of any deposit or fees paid, but Permittee will receive a credit in the amount of such pre-paid amounts towards a rebooking or another event, provided they occur within one year of the scheduled date for the original event.
12. **By initialing in this box [ ]**, the Vendor is applying for a waiver from the usual insurance requirements and it hereby certifies that it is a craft/merchandise vendor that will not sell any food at the event and, further, that it is an unincorporated small business for which the provision of insurance would impose an undue financial burden. Vendor agrees that it will provide any documentation that may be requested by OGS to confirm these representations.
13. **Security Requirements.** Vendor agrees that a condition precedent to the entry of it and its subcontractors, agents, suppliers, employees and guests on the permitted location, shall be compliance with all security requirements of OGS and the State Police applicable to the permitted location.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

**Participants  
Please Sign  
Here**

By \_\_\_\_\_  
Vendor  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Staff Use  
Only**

-----  
THE PEOPLE OF THE STATE OF NEW YORK  
By \_\_\_\_\_  
OGS Convention & Cultural Event

**THIS IS TO BE COMPLETED IN FULL BY A NOTARY**

**Individual, Corporate, Partnership or LLC Acknowledgment**

STATE OF \_\_\_\_\_ }

:ss.:

COUNTY OF \_\_\_\_\_ }

On the day of \_\_\_\_\_, in the year 201\_\_\_\_ before me personally appeared

\_\_\_\_\_,

known to me to be the person who executed the attached document, who being duly sworn by me did depose and say that \_\_\_he resides at

\_\_\_\_\_ in the

Town of \_\_\_\_\_, County of \_\_\_\_\_, State of

\_\_\_\_\_, and further that:

**[Check One]**

**(If an individual):** \_\_\_he executed the foregoing instrument in his/her name and on his/her own behalf.

**(If a corporation):** \_\_\_he is the \_\_\_\_\_ of \_\_\_\_\_, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation,

\_\_\_he is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, \_\_\_he executed the foregoing in the name of and on behalf of said corporation as the act and deed of said corporation.

**(If a partnership):** \_\_\_he is the \_\_\_\_\_ of \_\_\_\_\_, the partnership described in said instrument; that, by the terms of said partnership, \_\_\_he is authorized to execute the foregoing instrument on behalf of the partnership for the purposes set forth therein; and that, pursuant to that authority, \_\_\_he executed the foregoing in the name and on behalf of said partnership as the act and deed of said partnership.

**(If a Limited Liability Company):** \_\_\_he is a duly authorized member of \_\_\_\_\_, LLC, the limited liability company described in said instrument; that \_\_\_he is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, \_\_\_he executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of behalf of said limited liability company as the act and deed of said limited liability company

Sworn to before this

\_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_

\_\_\_\_\_  
Notary Public

# **EMPIRE STATE PLAZA CONCOURSE VENDOR GUIDELINES**

## **Application & Payment**

- Vendor participation must be confirmed by OGS; confirmation will not take place until the vendor's application(s) and full payment are received.
- Payment for vendor space may be charged or made by check, money order or credit card payable to: NYS Office of General Services.
- Once 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.

## **Booth Space**

- Booth placement 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.
- 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 their merchandise.
- Electrical outlets are available; vendors must provide their own extension cords.
- 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.

## **Display Area**

- Tables should be covered with material suitable for tables (tablecloths, cloth 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 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.
- In the case of a themed booth display (rustic, country, kids, etc.), novelty signs are permitted but must maintain a professional appearance.

## **Insurance**

- Vendors must provide a certificate of insurance which includes the following coverage:
  - Commercial General Liability (CGL) \$2,000,000 Each Occurrence
  - Automobile Liability \$1,000,000 Combined Single Limit
  - Workers' Compensation Insurance and Disability Benefits Requirements
- Wineries and microbrews are required to provide proof of liquor liability insurance.
- Non-food vendors who are unincorporated small businesses, and for whom the provision of insurance would impose an undue financial burden, can apply for a waiver. The vendor must provide any documentation that may be requested by OGS to confirm this.

## **Food Products**

- Food products may be offered by food vendors only; food products are not permitted for sale by general merchandise vendors.
- Food items must be pre-packaged and prepared in a commercial, inspected kitchen.
- Pre-packaged food products are defined as bagged, jarred, canned, bottled or processed.
- Specialty food products refer to packaged items not intended to be eaten on the spot.
- Food items that require heating or refrigeration are not allowed.
- Food product sampling is allowed. The vendor must provide the NYS Office of General Services with a Certificate of Liability Insurance, a copy of New York State Workman's Compensation Insurance, and Disability Insurance.

## **Merchandise**

- Logo or designer products must be authenticated and under license from legitimate sources.
- Quantity and quality of products for sale must 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 product(s) it feels are not suitable for display and/or sale.

## **Notary**

- *An Individual, Corporate, Partnership or LLC Acknowledgment* must be filled out by a notary and signed by a notary. This document is provided with the application form.

## **Parking**

- Parking is available in the Visitors Lot (V Lot) located on P-3 North. The cost is \$10 per vehicle per day.
- Arrangements may be made for vehicles that are 6' 6" in height or higher to park in the P-1 North Lot. The cost is \$5 per vehicle per day.

## **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.
- 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.
- 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.
- 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.

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:  /   
Month Year

Billing Zip Code:  -

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 \_\_\_\_\_