

Black History Month Celebration

CULTURAL EXPO VENDOR FAIR

At the Empire State Plaza – Concourse Level

Wednesday

February 8, 2017

10:00 a.m. - 2:00 p.m.

www.empirestateplaza.org

You are invited to participate in the Black History Month Celebration, Cultural Expo and Vendor Fair, as NYS celebrates the achievements by Black Americans and recognizes their central role in U.S History. All crafters, commercial vendors, not-for-profit informational groups, and especially artists and exhibitors with Black History month themed displays, are encouraged to submit applications.

This event is held on the Concourse of the Empire State Plaza and is a wonderful opportunity to showcase, sample and sell to the 11,000 employees working at the complex. Don't miss this chance to brighten a cold February day by being part of this great event.

APPLICATION DEADLINE IS JANUARY 20, 2017

Here is how it works:

- All applications that are submitted by the listed deadline will be considered.
- Sending an application does not guarantee acceptance into the program.
- A selection committee will evaluate each vendor application using the criteria listed on the permit agreement.
- Those receiving a score of 75% or above will be awarded a Vendor Permit Agreement, subject to space limitations at each event.
- Vendors will be notified in writing of their event participation.
- OGS reserves the right to extend deadlines.

For additional information please contact Sara Hill

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

Tel (518) 473-4143 Fax: (518) 473-0558

sara.hill@ogs.ny.gov

APPENDIX A

Black History Month Cultural Expo and Vendor Fair Checklist

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

- _____ Fully Completed Vendor Application
- _____ Vehicle Information
- _____ *Usage Permit Agreement (include completed Notary Page, photos of booth and signs and insurance requirements)
- _____ Payment in Full (Any outstanding payment due to OGS may preclude participation)

Please make checks or money orders payable to: **NYS Office of General Services**

Return completed application with payment to: **OGS Convention and Cultural Events**
Empire State Plaza
Concourse Room 120
Albany, NY 12242

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

*Permit Agreement and complete list of vendor rules and guidelines can be found at www.ogs.ny.gov/ESP/CCE/Vendors.asp

*Agreement is not applicable for New York State Agencies

*Vendors wishing to apply for an insurance waiver must meet the terms outlined in Item 12 of the Permit Agreement

*Agreement, notary page, photos, etc. not required if already on file for the current calendar year.

APPENDIX B

Black History Month Cultural Expo and Vendor Fair Application

Please indicate your participation level by choosing one of the options below. Please include all applicable fees in your choice and be sure to include Albany County Health Department fee(s), if applicable.

Additional booth space is not offered at a discounted rate unless specifically noted.

Load-in for all events begins at 7:00 am.

Basic Booth Space Includes 10' x 15' space, 1 table, 2 chairs, access to 110v electrical power, (1) parking space.

Booths are for vendors selling arts, crafts, merchandise & packaged food products

Business Name _____
Contact _____ E-Mail _____
Address _____
City/Town _____ State _____ Zip _____
Telephone _____ NYS Sales Tax # _____

Vendor – Basic Booth Space **\$ 50.00** **\$ _____**

Includes:

10' x 15' space includes 1 table, 2 chairs, access to 110v electrical power, 1 parking space.

Not-for-Profit - Basic Booth Space **\$25.00** **\$ _____**

Includes:

10' x 15' space includes 1 table, 2 chairs, access to 110v electrical power, 1 parking space.

Health Permit **\$ 30.00** **\$ _____**

An Albany County Department of Health Permit is required if you are providing sample food items.

Please indicate your food items: _____

Additional Space **\$ 50.00** **\$ _____**

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

Additional Tables (\$5.00 per table): # _____ X **\$5.00** **\$ _____**

Additional Parking (\$10 per space): # _____ X **\$10.00** **\$ _____**

Additional Chairs (No charge): # _____

Total Due with Application: **\$ _____**

Please make checks payable to: NYS Office of General Services

Return completed application with payment to:

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

Empire State Plaza • Concourse Room 120

Albany, NY 12242

www.empirestateplaza.org

APPENDIX C

Black History Month Cultural Expo and Vendor Fair Vehicle Information

Vehicle Information: PLEASE PRINT CLEARLY

Will your vehicle fit in the V-Lot (6ft 6in or lower in height)? _____ Yes

Will you need oversize vehicle parking in P-1N Lot (6ft 6in or higher in height)? _____ Yes

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

Driver's License Number & State: _____

Plate # _____ State Plate: _____

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

Driver's License Number & State: _____

Plate # _____ State Plate: _____

To pay with your credit card, please complete the form below and return with your application.
Thank you!

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



(Please press the "Tab" key to move your cursor to the next field.)

FOR OFFICE USE ONLY

Inv # _____ Rec'd by _____ Program _____