

Black History Month 2011

Empire State Plaza

February 23 & 24, 2011

Application Deadline: February 9

Help celebrate Black History Month with 2 days of arts, crafts, and musical entertainment. The OGS Special Events Office invites you to participate!

This event follows a similar concept for popular Concourse "mini-festivals." Show hours are 10 am - 2 pm, with select crafters and merchandisers, packaged food products and ready-to-eat foods.

Basic booth set-ups include: vending space - 10 ft x 15 ft , 2 tables, 2 chairs, access to 20 amp-110 volt electrical power. and 1 reserved parking space. Please bring your own power strips and extension cords. Maximum distance to power is 20 feet. Vendors must be set up by 10 am. Additional vending space is available in 10 foot increments at a reduced rate. Please review the guidelines on the application form for additional details.

For additional information please contact:

Jason Rumpf, OGS Special Events Office,

Room 130 Concourse, Empire State Plaza, Albany, NY 12242.

Tel (518) 473-2982, fax 473-0558,

e-mail jason.rumpf@ogs.state.ny.us

Special Events Website: www.empirestateplaza.org

Black History Month 2011

for Crafters, Merchandisers, Not for Profit Organizations and State Agencies

Empire State Plaza, February 23 & 24, 2011

Application Deadline: February 9, 2011

Business Name _____

Contact _____ e-mail _____

Address _____ Town _____ State _____ Zip _____

Telephone _____ Fax _____

NY State Sales Tax ID# _____

Important - Please describe your products /activities: _____

Vehicle/Parking Information - Will your vehicle fit in the V-Lot (6 foot 6 inches or lower) Yes / No

Or do you require P-1N (higher than 6 foot 6 inches) Yes / No

Driver's Name _____ Plate# _____

Driver's License Number _____ License/Plate State _____ / _____

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

Basic Booth Space Commercial Vendor: \$80 for two days

10' X 15' space, includes 2 tables, 2 chairs, access to 110v electrical power, 1 reserved parking space.

\$80 _____

Add-On Space for both days : \$60

Additional 15 foot space with one additional table (Must be in conjunction and adjacent to basic booth space)

\$60 _____

Not-for-Profit Group or State Agency Basic Booth Space: \$40 for two days

10' X 15' space, includes 2 tables, 2 chairs, access to 110v electrical power, 1 reserved parking space.

\$40 _____

Additional Parking: (\$10 per space, per day) Indicate Lot _____ V-lot Under 6' 6" _____ P-1N Over 6' 6" _____

\$10 _____

Driver's Name _____ License ID # _____ Plate # _____

Additional Table : Indicate number (\$5 per table) _____

\$ 5 _____

Additional Chair: Indicate number _____

No Charge

Health Permit:

\$10 _____

Albany County Health Permit is required for sampling food items. Please indicate items being sampled: _____

Total Due with Application

If paying by check, please make payable to: OGS Special Events.

\$ _____

Vendors offering food samples: Those vendors who choose to offer food samples must apply for an Albany Co. Department of Health permit - regardless if you have a permit for another location or other events. To apply for a permit, specific documents must be included to prove your Worker's Comp and Disability Insurance status. If you are exempt, a specific document with that information must be provided. Vendors seeking permission to sample must provide these documents WITH your vending application. If not, your application will be returned to you. Please see our website for details: <http://www.ogs.state.ny.us/ESP/CCE/Docs/FoodPermitInfo.pdf>

Mail to: OGS Special Events, Concourse Room 130, Empire State Plaza, Albany, NY 12242

Telephone: 518-473-2982 Fax: 518-473-0558 e-mail: jason.rumpf@ogs.state.ny.us

CONCOURSE VENDOR GUIDELINES

Throughout the year, the New York State Office of General Services Special Events Office extends 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, themed trade shows such as 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 displays (rustic, country, kids, etc.) novelty signs are permitted, but must maintain a professional appearance.

Merchandise

- The following items are not permitted for sale on the Concourse: cut flowers, ready-to-eat food products.
- 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.
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 Special Events prior to participation date. 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.
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

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You may FAX your charge form to us at
(518) 473-0558

**New York State Office of General Services
Procurement Services**

Credit Card Payment

If you wish to pay with a credit card, please complete the following:



Please charge my: Discover Card MasterCard VISA American Express 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 _____ Prog _____