

Holiday Tree Lighting Festival

CELEBRATE THE SEASON

At the Empire State Plaza – Concourse Level

Sunday, December 7, 2014

12:00 p.m. - 5:00 p.m.

www.empirestateplaza.org

Each year New York State celebrates the season by lighting the State's holiday trees and hosting an outstanding fireworks display! The day's activities also include:

- A visit from Santa
- Free ice skating
- Free children's arts & crafts
- Holiday music
- Special performances
- Loads of fun family activities

***Vendors providing the following items for sale are invited to apply to participate:**

Handmade or Commercial Products

Fine Arts and Crafts

Clothing and Accessories

Books and General Merchandise

APPLICATION DEADLINE IS NOVEMBER 19, 2014

Here is how it works:

- All vendor applications that are submitted by the listed deadline will be considered.
- Sending an application does not guarantee acceptance into the program.
- The below list of criteria, detailed in the application, will be used to review and evaluate each vendor application.
- Those receiving a score of 75% or above will be awarded a Vendor Permit Agreement, subject to space limitations at the event.
- Vendors will be notified in writing of their event participation.

1. How Vendor's sale items fit into the spirit and character of the event. (20%)
2. The financial stability and organizational capacity of the Vendor to render the requested services to the State. (30%)
3. Total proposed costs (quality and price of sale items.) (20%)
4. Presentation of booth and signs (photo) (20%)
5. Completeness of the application. (10%)

For additional information please contact Jason Rumpf

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

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

jason.rumpf@ogs.ny.gov

**Please see the complete list of Concourse Vendor Guidelines for further information.*

APPENDIX A

Vendor 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
- _____ Completed Vendor Information Sheet
- _____ 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 Financial Administration**
Empire State Plaza
PO Box 2166
Albany, NY 12220

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

*Permit Agreement 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.

New York State Office of General Services * Convention & Cultural Events
Room 130 • Empire State Plaza • Albany, New York 12242
www.empirestateplaza.org

APPENDIX B

Holiday Tree Lighting Festival Application

NOTE: Load in for this show begins at 10:00 a.m.

Business/Organization: _____

Basic Commercial Booth Space **\$ 80.00** \$ _____

Includes:

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

(Arts, crafts, merchandise, & packaged food products)

Basic Not-for-Profit Booth Space **\$ 40.00** \$ _____

Includes:

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

(Arts, crafts, fund-raising items, informational display, public awareness)

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

Additional 15' with 1 additional table *(must be in conjunction and adjacent basic booth 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 Tables (\$5.00 per table): # _____ **X** **\$5.00** \$ _____

Additional Chairs (No charge): # _____

Total Due with Application: \$ _____

Please make checks payable to: NYS Office of General Services

Return completed application with payment to:

OGS Financial Administration

Empire State Plaza, PO Box 2166 Albany, NY 12220

APPENDIX C

Holiday Tree Lighting Vendor Information

Please complete the following vendor information form and submit with your application.

Business Name _____

Is your business a certified NYS Minority & Women Owned Business Enterprise? Y___ N___

Contact _____ E-Mail _____

Address _____

City/Town _____ State _____ Zip _____

Telephone _____ Fax _____ NYS Sales Tax # _____

1. Please provide a brief description of your business:

2. Please list the products you will be selling (please be specific) including sale prices. Attach additional pages if necessary:

3. Please provide a description of services, years in business and past events. Attach additional pages if necessary:

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: _____

APPENDIX D

EMPIRE STATE PLAZA VENDOR RULES & GUIDELINES (Concourse)

Vendors:

- Commercial service providers that wish to participate solely to solicit future customers with the exception of service providers from financial institutions or other not-for-profit organizations is not permitted.
- Exhibitors are not permitted to sell, advertise or distribute literature outside of their assigned area.
- *Absolutely no hawking permitted.*
- Food Vendors providing ready-to-eat food items are not permitted.
- For the Mystic Fair and Santa Sale only: Vendors providing information that is not related to the theme of the event are not permitted. Please contact the event coordinator for further information.

Application & Payment

- Vendor participation must be confirmed by the New York State Office of General Services (OGS); confirmation will not take place until the vendor's application(s) and full payment are received.
- Documents must be received by the deadline date; there is no day-of-event application.
- Participants must indicate on their application what products will be sold or what services will be promoted. Vendors who misrepresent themselves or their products for the purpose of securing booth space will forfeit participation in /future events.
- 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 unless application is not accepted by OGS. 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 – Concourse

- OGS will provide tables and chairs for vendor booths on the Concourse.
- All booth placements 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.
- Prices must be prominently posted at the sales location.
- 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 merchandise.
- Electrical outlets are available; vendors must provide their own extension cords and power strips.
- 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, etc.)
- 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.
- Novelty signs are permitted but must maintain a professional appearance.

Merchandise

- Ready-to-eat food products are not permitted for sale.
- All merchandise must be suitable for a family audience.
- Logo or designer products must be authenticated as under license from legitimate sources. Unauthorized replica, counterfeit, and “knock-off” merchandise is strictly prohibited.
- 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 that it feels are not suitable for display and/or sale.

Insurance

Vendors must provide a certificate of insurance which includes the following coverage:

- Commercial General Liability (CGL) \$1,000,000 Each Occurrence; \$2,000,000 General Aggregate
- Workers’ Compensation Insurance and Disability Benefits Requirements www.wcb.ny.gov
- Automobile Liability with at least the minimum limits provided by NYS law (outdoor Plaza events only)

Note: Vendors wishing to apply for a waiver must meet the terms outlined in Item 12 of the Permit Agreement.

Parking

- Parking is available in the Visitors Lot (V Lot) located on P-3 North.
- Arrangements may be made for vehicles that are 6’ 6” in height or higher to park in the P-1 North Lot.
- For all parking arrangements, see the Event Coordinator for direction and details.

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.
- 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.
- Vendors may not refer to themselves as a “sponsor,” “co-sponsor” or other terms conferring status other than of a participant.
- OGS reserves the right to restrict the sale of items considered to be of dangerous or destructive nature (examples: weapons, firework novelties, laser pointers, etc.)
- OGS will not consent to the sale of merchandise containing the names, logos and/or images of New York State, the NYS Capitol, Empire State Plaza or Harriman State Campus.

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 charge my: Amount: \$ _____

Account No. - -

Expiration Date: / Billing Zip Code: -
Month Year

CVV2 (3 digit number on the back of Visa,/MC or 4 digits on the front of AMEX) _____

Name (PRINT): _____

Signature: _____

Date: _____

If credit card name is different from business name, please indicate business name below:

FOR OFFICE USE ONLY		
Inv. # _____	Rec'd by _____	Program _____