



ANDREW M. CUOMO  
GOVERNOR

ROANN M. DESTITO  
COMMISSIONER

STATE OF NEW YORK  
**EXECUTIVE DEPARTMENT**  
**OFFICE OF GENERAL SERVICES**

MAYOR ERASTUS CORNING 2ND TOWER  
THE GOVERNOR NELSON A. ROCKEFELLER EMPIRE STATE PLAZA  
ALBANY, NEW YORK 12242

Dear Friend of the Plaza,

Hola! Saludos! Greetings!

The New York State Office of General Services (OGS) would like to invite you to participate in the 4<sup>th</sup> annual Hannaford Hispanic Heritage Celebration at the Empire State Plaza.

Join in the fun as we kick off Hispanic Heritage Month in style – with local dance troupes, musical performances, vendors, the Hispanic Heritage Parade and bachata favorites: 24 Horas! The event takes place on Saturday, September 17, 2011, from 3 p.m. to 8 p.m. at the Empire State Plaza, with the kick-off parade beginning at 2:30 p.m.

There are a number of ways to get involved with the celebration. We are seeking food and craft vendors, not-for profit groups, volunteers, parade participants, performers and float coordinators. Please find attached information on each of these opportunities.

If you have any questions, please call me at 518-474-0460 or Vilma Valentin at 518-210-3597. You may also find additional information regarding this and other Empire State Plaza events at [www.empirestateplaza.org](http://www.empirestateplaza.org) and [www.facebook.com/empirestateplaza](http://www.facebook.com/empirestateplaza).

We look forward to you joining us at the Hannaford Hispanic Heritage Celebration!

Sincerely,

A handwritten signature in blue ink, appearing to read "Heidi Goertz".

Heidi Goertz  
Empire State Plaza  
Convention and Cultural Events Office  
[heidi.goertz@ogs.ny.gov](mailto:heidi.goertz@ogs.ny.gov)

# Hannaford Hispanic Heritage Celebration

## Table of Contents

### Directions:

Please see the options listed below regarding participation. Then proceed to the corresponding pages to complete your registration.

### Deadline:

The deadline for all paperwork is close of business on September 2, 2011.

### Arrival:

All participants will be expected to be on-site for load-in between noon and 2 p.m. on September 17<sup>th</sup>.

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# Hannaford Hispanic Heritage Celebration

## Volunteer Application

Guidelines for Volunteers:

1. All volunteers must complete, sign and submit this form by September 2, 2011 in order to participate.
2. You will be representing the New York State Office of General Services. Please maintain a professional and courteous attitude to the public.
3. All volunteers are obliged to abide by the same professional standards as staff members. Use of illegal drugs or alcohol, misconduct, policy or ethical violations will not be tolerated, and are grounds for dismissal from the volunteer program.
4. Please be punctual and reliable. If you are unable to fulfill your scheduled commitment, inform a member of the OGS Convention and Cultural Events office.
5. Obey all security and safety rules of OGS. Please handle keys and other items responsibly. Never take a key home with you or loan it to any other person.
6. Should you be asked by the press for an interview or comment, please first check in with a member of the OGS Convention and Cultural Events office.

I have carefully read, fully understand and voluntarily sign the above Rules of Participation.

Signature: \_\_\_\_\_  
Name (Please Print): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Alternate Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date: \_\_\_\_\_

Return this form to:  
Convention and Cultural Events Office  
Empire State Plaza  
Concourse Room 130  
Albany, NY 12242

[sponsorships@empirestateplaza.org](mailto:sponsorships@empirestateplaza.org)

Heidi Goertz 518-474-0460 or Vilma Valentin at 518-210-3597

# Hannaford Hispanic Heritage Celebration

## Parade Application

### Rules of Participation:

1. All volunteers must complete, sign and submit this form by September 2, 2011 in order to participate
2. OGS reserves the right to revoke admission or participation in the parade at its discretion, and shall not be subject to any damages for such revocation.
3. OGS reserves the right to publish any photos or videos of your group's participation. It is your obligation to advise all members of your group in advance of this right.
4. Tow and float units should be fully decorated, music (live or taped) is also recommended.
5. It is clearly understood that the necessary personnel to man the float and costumes will be provided by the participating organization or group.
6. Participants MUST be at the Madison Avenue Lot by 12:00 p.m. The parade will begin at 2:30 p.m. sharp.
7. A condition precedent to the inclusion of any vehicles in the parade and on the Empire State Plaza, shall be proof that such vehicles are duly registered and insured, as required by the laws of the State of New York, and that such vehicles and/or their drivers otherwise comply with all security requirements of the State Police applicable to the Plaza.

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

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Alternate Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Web Address: \_\_\_\_\_

### Category of Participation:

- Individual Marcher
- Group March
- Individual Performer
- Group Performers
- Float
- Other \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Please provide a description of your intended participation:

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Vehicle Information:

Driver's Name as it appears on license \_\_\_\_\_  
Driver's License ID number and state \_\_\_\_\_  
Vehicle Plate Number and state \_\_\_\_\_  
Trailer Plate Number and state (if applicable) \_\_\_\_\_

Return this form to:  
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Albany, NY 12242

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# Hannaford Hispanic Heritage Celebration

## Wandering Vendor Application

### Rules of Participation:

1. Cost is \$50 for the first permit, \$25 for each additional permit.
2. Vendor items are limited to the following: balloons, fresh or silk flowers, glow light or similar products, children's novelties.
3. 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.
4. Vendors who have purchased a fixed booth location may not vend on foot unless they specifically purchase this option.
5. OGS will supply credentials for each purchased foot seller. More than one seller will be allowed per vendor, provided each is paid for.
6. OGS will not provide product exclusivity.
7. Please see page 13 for additional rules for participation.

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

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Alternate Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

NYS Sales Tax Number: \_\_\_\_\_

Description of Products/Services \_\_\_\_\_

Number of Permits Requested: \_\_\_\_\_

Return this form with payment to:  
Convention and Cultural Events Office  
Empire State Plaza  
Concourse Room 130  
Albany, NY 12242

[sponsorships@empirestateplaza.org](mailto:sponsorships@empirestateplaza.org)

Heidi Goertz 518-474-0460 or Vilma Valentin at 518-210-3597

# Hannaford Hispanic Heritage Celebration

## Craft Vendor Application

Rules of Participation:

1. Cost is \$75 for a 10'x10' space.
2. Items for sale in this category may include: 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.
3. 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.
4. Vendors who have purchased a fixed booth location may not vend on foot unless they specifically purchase this option.
5. OGS will not provide product exclusivity.
6. Please see page 13 for additional rules for participation.

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

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Alternate Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

NYS Sales Tax Number: \_\_\_\_\_

Description of Products/Services \_\_\_\_\_

Number of Spaces Requested: \_\_\_\_\_

Electrical Info (no additional fee): 110v Service (normal household plug) can be provided. Each circuit has 2 plugs with a combined capacity of 20 amps. How many circuits do you require: \_\_\_\_\_?

Vehicle Information:

Driver's Name as it appears on license \_\_\_\_\_

Driver's License ID number and state \_\_\_\_\_

Vehicle Plate Number and state \_\_\_\_\_

Trailer Plate Number and state (if applicable) \_\_\_\_\_

Return this form with payment to:  
Convention and Cultural Events Office  
Empire State Plaza  
Concourse Room 130  
Albany, NY 12242

[sponsorships@empirestateplaza.org](mailto:sponsorships@empirestateplaza.org)

Heidi Goertz 518-474-0460 or Vilma Valentin at 518-210-3597

**Hannaford Hispanic Heritage Celebration**

**Not For Profit Vendor Application**

Rules of Participation:

1. Cost is \$50 for a 10'x10' space.
2. Participants in this category may include: local, state and federal agencies, bona-fide not-for-profit groups with New York State Department of State Charities registration, community groups, religious groups, and fraternal groups that utilize volunteer assistance for a substantial portion of their operation. OGS' determination regarding a participant's eligibility for inclusion in this category shall be final.
3. Information and sales for the purpose of fund raising are permitted.
4. Participants who have purchased a fixed booth location may not wander on foot unless they specifically purchase this option.
5. OGS will not provide product exclusivity.
6. Please see page 13 for additional rules for participation.

Business Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Alternate Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Description of Products/Services \_\_\_\_\_  
Number of Spaces Requested: \_\_\_\_\_

Electrical Info (no additional fee): 110v Service (normal household plug) can be provided. Each circuit has 2 plugs with a combined capacity of 20 amps. How many circuits do you require: \_\_\_\_\_?

Vehicle Information:  
Driver's Name as it appears on license \_\_\_\_\_  
Driver's License ID number and state \_\_\_\_\_  
Vehicle Plate Number and state \_\_\_\_\_  
Trailer Plate Number and state (if applicable) \_\_\_\_\_

Return this form with payment to:  
Convention and Cultural Events Office  
Empire State Plaza  
Concourse Room 130  
Albany, NY 12242  
[sponsorships@empirestateplaza.org](mailto:sponsorships@empirestateplaza.org)  
Heidi Goertz 518-474-0460 or Vilma Valentin at 518-210-3597

**Hannaford Hispanic Heritage Celebration**  
**Food Vendor Application**

Rules of Participation:

1. Cost is \$150 for a 10' space, \$200 for a 20' space and \$100 for each additional 10'. Rates for not-for-profit groups selling food are \$75 for a 10' space and \$50 for each additional 10'. An additional \$30 is required of all vendors in order for OGS to obtain a temporary food operation permit on your behalf from the Albany County Department of Health. Please include this fee with your payment.

2. Participants in this category may include commercial or not-for-profit vendors of food products intended to be eaten on the spot, including hot foods, beverages and frozen desserts. Not-for-profit groups may include religious, ethnic and fraternal organizations. Commercial vendors pledging a portion of their sales to charity do not qualify as not-for-profit. OGS' determination regarding a participant's eligibility for inclusion in this category shall be final.

3. The following is a checklist of requirements for ALL participants intending to sell food:

- This completed document and payment in full.
- Signed and notarized Permit Agreement.
- Proof of Commercial General Liability Insurance naming New York State as an additional insured.
- Proof of Automobile Insurance.
- Proof of Disability and Worker's Compensation Insurance or current CE-200 Attestation of Exemption.
- Menu information for the Albany County Temporary Food Service permit (obtained by OGS).

4. It is the responsibility of the vendor to familiarize themselves with the rules, regulations and practices of food service vending at the Empire State Plaza (see pages 13-16). This includes but is not limited to:

- Submission of accurate vehicle information.
- Foamed polystyrene containers, cups and plates are not permitted for environmental reasons.
- Proper fire extinguishers must be provided by the vendor.
- Vendors needing 220v power must provide their own lead to be hard-wired into a distribution panel.
- Space assignment is at the discretion of OGS.

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

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

NYS Sales Tax Number: \_\_\_\_\_

Menu Description: \_\_\_\_\_

Number of Spaces Requested: \_\_\_\_\_

Electrical Info (no additional fee): 110v Service (normal household plug) can be provided. Each circuit has 2 plugs with a combined capacity of 20 amps. How many circuits do you require: \_\_\_\_\_?

220v service (heavy duty commercial equipment) is also available. You must provide your own lead. If needed, what are your requirements: (amps/volts/phase) \_\_\_\_\_

Vehicle Information:

Driver's Name as it appears on license \_\_\_\_\_

Driver's License ID number and state \_\_\_\_\_

Vehicle Plate Number and state \_\_\_\_\_

Trailer Plate Number and state (if applicable) \_\_\_\_\_

## Permit Agreement

THIS PERMIT AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 2011 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").

### WITNESSETH

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 Special Events Office, 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:

**1. Operation.** OGS Special Events Office expects to present a total of six events during the months of July through September 2011. The dates and hours of operation are indicated on separate applications and must be submitted with the Permit Agreement for consideration.

**2. Location.** The Vendor Area will be located in designated areas on the Outdoor Plaza, Bus Terminal, Harriman State Office Campus and/or Plaza South Concourse.

**3. 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 Special Events Office who will sponsor the event, to be submitted and approved by OGS Special Events before OGS signs this agreement. Space will be allocated by OGS Special Events, 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.

**4. 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 Plaza.

**5. Insurance Requirements.** (Required by all food vendors) 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 Sign of the Tree Operation Agreement 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 Sign of the Tree Operation Agreement 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, Real Property Management Group, 39<sup>th</sup> floor, Corning Tower, 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, Special Events Office, 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 additionally insured on the policies and that the insurance policies may not be canceled without thirty (30) days written notice to NYS Office of General Services.

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. Wineries and microbrews are required to provide proof of liquor liability insurance.

**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 Plaza or the sale of products there from. Vendor's liability pursuant to this indemnity provision shall not be limited by the amount of any insurance coverage required to be maintained hereby.

**7. Rules.** The Vendor agrees to abide by any rules governing the operation of Vendors at the Plaza 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 Plaza. 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 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 to provide any documentation requested by OGS to confirm these representations.

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

**Participants**

By \_\_\_\_\_  
Vendor

**Please Sign**

Name: \_\_\_\_\_

**Here**

Title: \_\_\_\_\_

-----  
**Staff Use Only**

THE PEOPLE OF THE STATE OF NEW YORK

By \_\_\_\_\_  
OGS Convention and Cultural Events Office

**THIS IS TO BE COMPLETED BY THE NOTARY AND NOT THE PARTICIPANT**

**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

Return this form with payment to:  
Convention and Cultural Events Office  
Empire State Plaza  
Concourse Room 130  
Albany, NY 12242

[sponsorships@empirestateplaza.org](mailto:sponsorships@empirestateplaza.org)

Heidi Goertz 518-474-0460 or Vilma Valentin at 518-210-3597

# Hannaford Hispanic Heritage Celebration

## Rules and Regulations

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.

## Hannaford Hispanic Heritage Celebration

### Temporary Health Permit Information

A temporary food operation permit is needed for all vendors/groups/organizations wishing to sell or sample food products at the Empire State Plaza. The permit is issued by the Albany County Department of Health and obtained by OGS on your behalf. Applicants are required to comply with the following rules and regulations:

1. You are permitted to sell only those items listed on your application. Additional items may not be included without prior Health Department approval.
2. A fee of \$30.00 per vendor, per non-contiguous space will be charged. (Payment should be combined with any other charges, such as space fees, etc.)
3. **Copies of Workers Compensation and Disability Insurance certificates or a CE-200 Workers' Compensation form must be submitted to NYS-OGS Special Events with your application.**

Please contact your insurance agent for one of the following forms:

- Form C-105.2 — Certificate of Workers' Compensation Insurance
- Form U-26.3 — Certificate of Workers' Compensation Insurance
- Form SI-12— Certificate of Workers' Compensation Self Insurance
- Form GSI-105.2 — Certificate of Participation in Workers' Compensation Group Self-Insurance

#### **AND**

Please contact your insurance agent for one of the following forms.

- Form DB-120.I — Certificate of Disability Benefits
- Form DB-155 — Certificate of Disability Benefits Self Insurance

#### **OR**

Form CE-200 - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage. The CE-200 form can be processed electronically on-line at <http://www.wcb.state.ny.us> and immediately upon completion, be able to print out a hard copy of the CE-200 that can be attached to your application. Computers are available at the Customer Service Center the New York State Workers' Compensation Board, 100 Broadway, Menands office. Paper application for the CE-200 can be obtained by writing or visiting the Customer Service Center at New York State Workers' Compensation Board, 100 Broadway, Menands, NY 12241, 1-866-750-5157.

#### **Albany County will not issue a permit without copies of insurance certificates as stated above.**

4. Food Storage: All potentially hazardous foods held hot must be held at a temperature of 140°F or greater. All potentially hazardous foods held cold must be held under mechanical refrigeration at a temperature of 45°F or less. Potentially hazardous food is any food that consists, in whole or part, of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacean or other ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms [14-2.3(b) (c)]. A metal stem-type, numerically scaled thermometer accurate to plus or minus two degrees Fahrenheit (1.1 Celsius) must be available and used to ensure adequate temperatures.
5. All foods must be from approved sources, prepared in facilities under permit by the Albany County Health Department or an appropriate regulatory agency. Food may NOT be prepared at home.
6. If your permit allows VENDING/SAMPLING only! Foods must be in a form requiring only limited preparation such as seasoning or cooking\*. Any additional preparation procedures such as on-site assembly of salads, sandwiches, pastries, etc. is prohibited.
7. Bare hand contact with ready-to-eat food is not allowed. Sanitary gloves, utensils, or barriers must be used.

8. Personnel: All persons working with food are to be free from infectious disease which can be transmitted by foods and are not to have boils, infected cuts, sores or any respiratory disease. They are to wear clean clothing, not to smoke or use tobacco while handling food or in food preparation areas, and use hair restraints that minimize hair contact with hands, food and food-contact surfaces.
9. Prepared foods must not be displayed uncovered.
10. Storage of food on the ground is prohibited.
11. Temporary Food Service hand washing facilities are to consist of a supply of clean, potable water, soap or detergent, a receptacle to hold wastewater and paper towels (14-4.141).
12. All damp wiping cloths must be kept in a sanitizing solution. Repetitive use of dry cloth towels for hand cleaning is prohibited.
13. The area surrounding your food service must be maintained in a clean and sanitary condition at all times. Disposing or dumping of cooking water, ice water, or food wastes on the street or ground is prohibited.
14. Your health permit must be displayed and observable at all times.
15. Enforcement: If your operation is found to be in violation the New York State Sanitary Code, you will be ordered to leave the area immediately and be required to attend a formal hearing to review the matter. Failure to correct the noted deficiencies and repetitive violations will result in the initiation of legal action by this Department.
16. If you have any questions concerning the above information, please contact the Albany County Department of Health at (518) 447-4625.

\* Please note, NYS State Fire Safety regulations do not permit cooking on the indoor Concourse. OGS Special Events will not allow participants to cook from a raw state. Reheating/keeping at temperature is permitted.

Adopted with permission from Alb. Co. DOH Form FSE-Tem-116/22/2009

## Hannaford Hispanic Heritage Celebration

### OGS Policy on Polystyrene

To protect the environment, OGS prohibits the use of all polystyrene foam by food service vendors at public events.

Items made of polystyrene foam, also commonly known by the brand name “Styrofoam” include plates, cups, bowls, “to-go” containers among other food service items. These items are frequently marked with the following symbol:



In 2008 the New York State Office of General Services instituted a “go green” initiative for contracted food service outlets located at State-owned facilities. OGS maintains an on-going commitment to environmental stewardship. An opportunity exists to start the process of moving toward more environmentally responsible practices at outdoor community events and daily food service programs administered by OGS.

Packaging and products containing polystyrene can usually be identified by a recycling triangle logo with the number 6 inside it stamped on the item. Once used, polystyrene foam takes from years to decades to break down in the environment. Additionally, this product is petroleum-based, highly flammable and the chemical called benzene, a known human carcinogen, is used in its production. Nearly two dozen cities in the USA have banned the use of polystyrene for the use by food service outlets.

The use of biodegradable products is encouraged - paper plates, for example, in place of polystyrene plates, paper cups for non-recyclable cups, etc. As a trend setter in the “greening of New York,” the New York State Office of General Services is advancing environmentally-positive trends at community events hosted at State properties.

Hannaford Hispanic Heritage Celebration

Credit Card Payment Form

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

Please charge my:



\_\_\_Discover Card

\_\_\_Master Card

\_\_\_VISA

\_\_\_American Express

Amount: \$ \_\_\_\_\_

Account Number: \_ \_ \_ \_ - \_ \_ \_ \_ - \_ \_ \_ \_ - \_ \_ \_ \_

Expiration Date: \_ \_ / \_ \_ \_ \_

Billing Zip Code: \_ \_ \_ \_ \_ - \_ \_ \_ \_

Name\*: \_\_\_\_\_

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

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

.....OFFICE USE ONLY.....

Invoice # \_\_\_\_\_ Received by \_\_\_\_\_ Program \_\_\_\_\_

Return this form with application to:  
Convention and Cultural Events Office  
Empire State Plaza  
Concourse Room 130  
Albany, NY 12242

[sponsorships@empirestateplaza.org](mailto:sponsorships@empirestateplaza.org)

Heidi Goertz 518-474-0460 or Vilma Valentin at 518-210-3597