

St. Patrick's Day Salute

Wednesday, March 16, 2011

for Crafters, Merchandisers and Pre-Packaged Food Products Vendors

At the Empire State Plaza

St. Patrick's Day Salute

Show hours are 10 am - 2 pm, and is open to those who provide crafts, merchandise, service providers, and packaged food products. Produced by the OGS Special Events Office, "the mini-festival" is a tribute to the Irish and their friends. Corned beef and cabbage, soda bread and a 'wee drop of Guinness will be available for a lunchtime treat. Traditional pub music is featured, and like all events, ample audience seating will be provided to encourage lunchtime camaraderie. The event will be a great kick-off to the St. Patrick's Day holiday and is scheduled for a payday Wednesday for State employees!

Basic booth set-up includes vending space - 10 ft x 15 ft , 2 table, 2 chairs, access to 20 amp-110 volt electrical power. Please bring your own power strips and extension cords. Maximum distance to power is 20 feet. Vendors must be set-up by 10 am, load-in is available from 7:30 am. Reserved parking is included in the booth fee. Additional vending space is available in 15 foot increments at a reduced rate. Please review the guidelines on the application form for additional details. One paid, reserved parking spot per vendor is included, exact location will be provided with event confirmation.

Applications are accepted on a first-come, first-served basis and we usually sell out! Book early to be sure.

For additional information please contact: Kurt Vincent, OGS Special Events Office,
Room 130 Concourse, Empire State Plaza, Albany, NY 12242.

Tel (518) 474-5986, fax 473-0558, e-mail kurt.vincent@ogs.state.ny.us

Special Events Vendor Website - <http://www.ogs.state.ny.us/ESP/CCE/Vendors.asp>

***Want notification when applications are on-line? Sign up for our e-mail news at:
www.ogs.state.ny.us/events/email/signup.asp***

Attention 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/Vendors.asp>

OGS Special Events

St. Pat's 2010 Events Application

Business Name _____

Contact _____ e-mail: _____

Address _____ Town _____ State _____ Zip _____

Telephone _____ Fax Number _____ NYS Sales Tax # _____

Important - Please describe your products/activities: _____

Vehicle/Parking Information: Will your vehicle fit in the V-Lot (6ft 6 inches or lower in height) _____ yes

Or do you need P-1N (6 ft 6 inches or higher in height?) _____ yes

Indicate driver's Name: _____ Plate #: _____

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

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

Basic Booth Space: \$80 per

10 x 15, includes 2 tables, 2 chairs,
access to 110v elec. power, 1 res. parking space.

*(Permitted uses - arts, crafts, merchandise, service providers,
commercial promotions, packaged food products)*

Add-on Space per show:

Additional adjacent 15 foot space with 1 additional table
(Must be in conjunction and adjacent to basic booth space.)

Add'l Parking: (per extra space)

Indicate Lot: _____ V Lot _____ P-1North

Indicates driver's name: _____

Driver's Lic # _____ Plate #: _____

Add'l Table:

Additional Table at booth Location _____ indicate number _____

Add'l Chair:

Additional Chair at booth Location _____ indicate number _____

Health Permit:

Albany Co. Dept. of Health Permit is required for sampling food items.

Please indicate items: _____

St. Patrick's March 16 \$80.00
\$50.00
\$10.00
\$10.00
\$1.00
\$30.00

Total Due with Application

Please make checks payable to: OGS Special Events and return with application.

\$ _____

If you would like to pay with your credit card...

Please complete the form below
and return with your application.

(You may either FAX your application and charge form
to us at (518) 473-0558 or mail with application.)

Thanks!

**New York State Office of General Services
Special Events Office**

Credit Card Payment

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



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 _____

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, and 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

- Ready-to-eat food products are not permitted for sale by General Merchandise vendors.
- 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. Credit may be issued for exceptional circumstances to be determined by Special Events. Should a credit be issued, cost of reserved parking may be withheld.
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. Cash refunds for cancellations 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 or the Empire State Plaza.
16. OGS makes no promise of product or service exclusivity.