

2017 Dr. Martin Luther King, Jr. “BE A KING” VOLUNTEER FAIR

TOOL KIT



“No work is insignificant. All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence.”

- Dr. Martin Luther King Jr.



Dr. Martin Luther King, Jr. “Be a King” Volunteer Fair Information Sheet

Overview

Volunteerism is at the heart of Dr. King’s philosophy and the purpose of the “Be a King” Volunteer Fair is to introduce people to ways they can become actively involved in civic and community programs. The greatest tribute we can bestow upon the memory of Dr. King is to invite people of all backgrounds to celebrate this special holiday held in his honor by performing individual acts of kindness through service to others.

Application Deadline: December 30, 2016

Event Date and Time

Monday, January 16, 2017 from 8:30 a.m. – 1:00 p.m.

Event Location

Concourse level of the Empire State Plaza at the entrance to the Convention Hall.

Facility Access – Load in Only

Event Load-in: Friday, January 13, 2017 from 8:30 a.m. – 3:00 p.m. or Monday, January 16, 2017 from 7:00 a.m. - 8:00 a.m.

Vehicle Access for load in: All deliveries and unloading of event materials must take place at P1 North Loading Dock A prior to parking in the Visitor’s Lot. Please complete and return the form on page 4 for every vehicle and driver requiring delivery, pickup or oversized vehicle access.

Guidelines

- Event participation is free.
- An 8’ X 10’ booth space with 1 table and 2 chairs will be provided.
- Event signage will be provided.
- Booth locations will be assigned by OGS.
- A certificate of insurance is required from all participating organizations unless the organization is a city or state agency. See Insurance Requirements on the Application page.
- Failure to leave booth space in condition found will forfeit any future participation.
- Reasonable accommodations furnished upon request.

Event Parking

- Parking will be available in the Visitor’s Lot (underground parking)
- A complimentary parking pass will be provided to each participating organization along with their booth assignment.
- For more information about parking at the Empire State Plaza, please visit www.ogs.ny.gov.
- Registration

Please submit your completed application form, completed delivery request form, a copy of your certificate of insurance and any questions to:

Beth Koury
Phone: 518-473-7665 | Fax: 518- 473-0558|
Email: Beth.Koury@ogs.ny.gov

Space is limited, so make your reservation now.

Dr. Martin Luther King, Jr. “Be a King” Volunteer Fair Application

Application Deadline is December 30, 2016

Organization Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Type of services your organization provides: *(If possible please attach informational brochure or pamphlet).*

Will you need electricity for your booth? Yes No

(Standard 110v electrical power is available at no charge. Maximum distance from plug = 15 feet).

Insurance Requirements

- Requests for booth space will not be processed without proof of insurance. Please attach a copy of your certificate of insurance.
- *State & Municipal Agencies are exempt from this requirement.*
- Commercial General Liability insurance with a limit of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- In the description box the following language must be added: “ The 2017 “Be A King” Volunteer Fair will be held at the ESP Convention Center in Albany, NY on Monday, 1/16/2017 from 8:00 a.m. – 1:00 p.m..
- The People of the State of New York, its officers, agents and employees must be named as additional insured. Please see the attached sample COI.
- Certificate Holder should be The People of the State of New York, its officers, agents and employees, the NYS Office of General Services Empire State Plaza, Concourse Room 120, Albany, NY 12242
- Workers Compensation, Employers Liability, and Disability Benefits as required by New York State law. Please provide proof of Workers’ Compensation/Disability Insurance or provide the CE-200 (Exemption Form). For more information, visit <http://www.wcb.ny.gov/content/main/DisabilityBenefits/Employer/busPermits.jsp>.

Please sign below to complete your application.

Signature of Applicant

Convention & Cultural Events Representative Approval

Date

Date

Please direct questions and return completed application and materials to:

Beth Koury

Phone: 518-473-7665 | Fax: 518- 473-0558|

Email: Beth.Koury@ogs.ny.gov

Empire State Plaza

DELIVERY REQUEST FORM

Convention & Cultural Events
Concourse – Room 120
Empire State Plaza
Albany, NY 12242

Completion of this form is required to ensure your delivery/pickup is scheduled with the Empire State Plaza Mail and Freight Security Unit. All deliveries and unloading of event materials must take place at P1 North Loading Dock A prior to parking. Vehicles attempting entry without prior authorization will NOT be allowed access.

Completed forms must be received 48 hours prior to requested access date.

Failure to comply with this policy may result in a fee to you or your organization.

Please return this completed form, along with your completed application and insurance documents to:

Beth Koury

Beth.koury@ogs.ny.gov

Fax: 518-473-0558

PLEASE TYPE OR PRINT ALL INFORMATION CLEARLY AND PRECISELY
THIS FORM MAY NOT BE ALTERED – THANK YOU FOR YOUR COOPERATION

Event Name: 2017 Be A King Volunteer Fair	Event Date(s): 1/16/2017
Exhibitor Business Name:	Phone No.
Date of Delivery:	Delivery Time:
Return Pickup Date:	Pickup Time:
Event Coordinator:	Phone No.
<u>EXACTLY AS IT APPEARS ON DRIVER'S LICENSE</u>	
Driver's Name:	
Driver's License ID Number:	Driver State of Origin:
Vehicle Plate Number:	State of Vehicle Registration:
Trailer Plate Number (if applicable):	State of Trailer Registration: