

Dairy Day Celebration - LOB Well, Albany NY

PARTICIPANT RESPONSE FORM



RSVP by May 30, 2025 to:

Alex Walsh, Executive Director
Northeast Dairy Foods & Suppliers Associations
Dairy Day Celebration
5701 E Circle Drive
Suite 108 PMB 277
Cicero, NY 13039
Email: alex.walsh@ndfsa.org

Please provide the following information and print clearly:

_____ Yes, I would like to participate in the Dairy Day Celebration in Albany on Thursday, June 5th with table display and sample products

Name _____ Title _____

Company _____

Phone Number _____ Email Address _____

Person who will be responsible for your display _____

Email address _____ Phone _____

Products that will be offered, you are welcome to hand out coupons or other company/product information to attendees:

_____ Yes, I will need extra cooler space. Please note **freezer space will not** be available

_____ Yes, I can attend, but will not be bringing a display or sampling products

_____ If electricity is available, I'd like access to it for our exhibit/display

_____ Yes, I would like Northeast Dairy Foods to assist in setting up legislator appointments following the event. Our office will confirm your appointment time with you once it is made.

My Senator is: _____ My Assembly Rep. is: _____

If you don't know your legislator's names please give us your 9 digit zip code and we'll contact and confirm with you when the appointment is setup. Zip code _____

Please return this form by May 30, 2025

Email: alex.walsh@ndfsa.org

THANK YOU!



Office of General Services

Support Services

DELIVERY REQUEST FORM

Dock-Master Office
Empire State Plaza
P1 South, Dock J
Albany, NY 12242

Phone (518) 455-2520

Email greenste@nysenate.gov

Complete by May 30th

Please complete this form to ensure your delivery/pickup is scheduled with the Empire State Plaza (ESP) Dock-Master. Delivery hours are 7 AM – 2:45 PM Monday-Friday. Vehicles attempting entry to the ESP docks without prior authorization will not be allowed access. 24-hour notice for deliveries is required. Maximum trailer length is 48' with day cab. **DELIVERY TIMES ARE STRICTLY ENFORCED**

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

Agency/Business Name of your Delivery: Dairy Day/ NE Dairy Foods Association	
Person you will Contact: Cynthia Greenstein	Phone:518-455-2520 Cell:518-364-2270
Delivery Location – Legislative Office Building, 1 st floor, Well Area / Dairy Day	
Description of Freight: Food, Beverage , Equipment and Supplies	
Company Making Delivery:	Phone:
Date(s) of Delivery: Thursday, June 5th, 2025	Arrival Time: 7am-9am
Date(s) of Return Pickup:	Return Time:

EXACTLY AS IT APPEARS ON DRIVER'S LICENSE AND REGISTRATION

Driver's Name:	DOB:
Driver's License ID Number:	Driver State of Origin:
Vehicle Plate:	State of Vehicle Registration:
Year/Make/Model of Vehicle:	
Trailer Plate (if applicable):	State of Trailer Registration:

INFORMATION OF PERSON COMPLETING FORM

Name:	Phone:
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General Delivery, Security and Parking Information:

Dairy Day: Sponsored by Senator Hinchey & Assemblywoman Lupardo

Thursday, June 5th, 2025 Well Area (LOB)

Event Location: **Legislative Office Building, (Well)**

Setting up for the event can begin at **7:00 AM**. As we get closer to **10:00AM**, it will become more difficult to set up, as there will probably be people milling around. Additionally, there are other events on this date so the visitors' parking may be full by the late morning.

The official hours for the event are **10:30am** until **1:30pm**. Because the event is being held in the main travel areas of the LOB, people will be passing through the event area all day.

Information and procedure for Bringing Equipment and Materials:

GPS Address: 100 South Arterial, Albany, NY

Anything that will be used in the LOB and is too big to fit in the scanner must go through the OGS loading dock that is **located at P-1 North**. Note if you are not using the loading dock, you will have to go through security on the concourse. Security will confiscate or ask you to take items back to your vehicle.

Attached is the delivery approval form that needs to be completed within at least two business days prior to the event, so to be safe the form should be completed and sent back to me **by Friday, May 30th by 1:00 pm**.

The correct information listing the State Agency, address and contact information has already been completed for you.

Additional information regarding the loading dock is as follows:

- Vehicles attempting to deliver without prior scheduling **will not be permitted** to enter the facility. *** Any changes to delivery form after approval has been issued, please contact me immediately to avoid issues at the gate.**
- Inspection personnel (under the direction of the State Police) are stationed at each loading area. **Upon arrival, all vehicles are subject to search.**
- Vehicles will be assigned to Senate Loading Dock D
- The maximum truck size that can deliver to the P-1 level of the Empire State The plaza is 50' in length and 13'6" in height. Trucks enter the P-1 level from I-787 arterial ramp (exit 3, Empire Plaza).
- If you are using the loading dock, but are not using a delivery truck, you will have

to move your vehicle and park at visitors parking.

The OGS dock closes at 2:45 PM. Senate Maintenance will help getting you to vehicles at end of event.

Completing the Dockmaster Form:

Anyone renting a truck should still fill out a form with all the information and mention RENTAL TRUCK. Fax information prior to the date of arrival. **The morning of the event the driver needs to contact the dock desk at 518- 473-2256 promptly at 7 am and give them the truck information.** At that time, they will update truck information and send the updated information to the State Police, all other information will already be in the database.

Parking:

General parking information is included at the end of this document.

Anyone who cannot park at the dock (anyone not using a large truck) will have to park at visitors parking, which is **P-3**.

If you are using the dock to unload, you will then move to visitors parking.

PARKING AT THE EMPIRE STATE PLAZA

ON-SITE PARKING

Car and van parking is available under the Empire State Plaza in the Visitor Lot. You can get to this lot by taking the Empire State Plaza Exit off 1-787. If people are parking under the plaza in this lot, there is a fee, and the lots usually fill up early. In addition, the driver must show a photo ID to enter the parking lot. There is a \$2 per hour fee for parking in this lot.

Further information, directions, and additional information on downtown parking lots can be obtained by visiting the NYS OGS web site:

<http://www.ogs.state.ny.us/parking/forVisitor/visitor.html>

A map of parking lots can be viewed by visiting:

<http://www.ogs.state.ny.us/parking/forVisitor/parkingmap.html>

Directions:

Most offices are in the Capitol, Legislative Office Building and Agency Building 4. These buildings are all part of the Empire State Plaza complex in downtown Albany, New York.

The Empire State Plaza also houses many State agencies and commissions, as well as the Empire State Plaza Convention Center, New York State Museum and Empire Center at the Egg.

To get to the Empire State Plaza:

From the North:

Take Interstate I-87 (Northway) to Interstate I-90 East (exit # 1E). Take Interstate I-90 East to Interstate 787 South. Take Exit #3A for the Empire State Plaza.

From the South:

Take New York State Thruway (Interstate 87) to Exit 23 straight through Toll Booth to Interstate 787, then take Exit #3 for the Empire State Plaza.

From the East:

Take Interstate 90 West to Exit # B1 (I-90). Continue on I-90 to Interstate 787 South. Follow I-787 South to Exit #3A for the Empire State Plaza.

From the West:

Take the New York State Thruway (Interstate 90) to Exit 24 (Albany), proceed east on Interstate 90 to Interstate 787 South. Take exit # 3A for the Empire State Plaza.