



2008 NEW YORK STATE FAIR

August 21 – September 1, 2008

To: CONCESSIONAIRE AND EXHIBITOR APPLICANTS
From: GENEANNE KEEGAN-SMITH, CONCESSIONS AND EXHIBITS MANAGER
Subject: 2008 CONCESSIONAIRE AND EXHIBITOR APPLICATION

Thank you for your interest in becoming a Concessionaire or Exhibitor at the 2008 Great New York State Fair.

Enclosed is the 2008 New York State Fair Application for Space. Please review the application and instructions carefully. If you have any questions regarding this application, please call the New York State Fair Concessions and Exhibits Office at (315) 487-7711 ext. 1212.

APPLICATION INSTRUCTIONS

- The 2008 New York State Fair Application for Space is neither an offer nor guarantee for space.
- Do not send any money with this application.
- Requests for applications will be accepted from January 1 to August 1, 2008.
- Applications will be reviewed considering the following guidelines: quality, diversity, demand, previous experience and current standing with the State of New York. Applications that meet the above guidelines will be considered for available space on a first-come, first-serve basis.
- The New York State Fair Traffic Designations and Concession and Exhibit License Rate Structure are enclosed for information regarding rates during the 2008 NYS Fair.
- If you are applying for more than one location, an application must be completed for each location. Make a photocopy of the original location for each additional location.
- The New York State Fair Application for Space must be fully completed. All applicants will receive an acknowledgement from the New York State Fair regarding the status of their application. Incomplete applications will not be considered and will be returned noting the reason for the return.
- You must include a clear color photograph of your Concession or Exhibit. Photos will not be returned.
- The list of products you are requesting to sell/display/promote/give-away must be specific. If a license is issued, it will be issued on the basis of this original list provided in your application only. Changes must be made in writing to the Concessions and Exhibits Manager.

- Any brochures, handouts, catalogs, etc. that will best describe your product/service must be included with your application.
- The Application for Space notes several items that require PRIOR approval. This includes the use of amplified sound (i.e. microphones, etc.), entertainment at your location and give-aways. Please provide as much detail as possible when completing your application.
- If a license is issued, management will determine your location. Locations are determined based on the overall dimensions of the display, utilities required and type of product (avoiding duplication).
- All Concessionaires and Exhibitors will be required to be open from 10am-10pm (10:30 for outside locations) with staffing all twelve days (12 days). Outside locations can open at 8:00 am and/or remain open until 12 midnight.
- Concessionaires and Exhibitors (including employees) will be charged \$3.00 for admission (per person/per day - sold in books of 12). A limited number of 12-day Concessionaire and Exhibitor parking credentials are available. The normal parking rate is \$5.00 (per vehicle/per day).
- Any wholesale supplier servicing your location will be required to obtain a Wholesale & Service Supplier Agreement with the New York State Fair. Non-permitted suppliers will not be allowed on the Fairgrounds.
- All service suppliers requiring access to the Fairgrounds during the New York State Fair will need to obtain their own admission and parking.
- All Concessionaires and Exhibitors participating in the New York State Fair will be required to provide the following: 1) General liability (in minimum limits of \$1,000,000); 2) Products liability (in minimum limits of \$1,000,000); 3) Workers' compensation (in accordance with the laws of NYS); 4) Liquor liability (all beer/wine/liquor vendors) (in minimum limits of \$1,000,000); 5) a New York State Sales Tax Registration number for all Concessionaires and Exhibitors offering for sale or selling taxable merchandise or services.
- According to New York State Agriculture & Markets Law (§369.3), "the Director may decline to grant an application or may suspend or revoke an agreement already approved, whenever he finds that any statement contained in the application for license is or was false or misleading."

Checklist for returning your New York State Fair Application For Space:

- Completed 2008 New York State Fair Application For Space
 - Clear color photograph of your Concession or Exhibit
- Copies of any brochures, handouts, catalogs, etc. that describe your product/service



2008 NEW YORK STATE FAIR APPLICATION FOR SPACE

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COMPLETE BOTH SIDES IN FULL & PLEASE TYPE OR PRINT THE FOLLOWING

If you are applying for more than one location, make a photocopy of the original application for each additional location.

DATE OF APPLICATION _____

CHECK ALL THAT APPLY: New Renewal Media Wholesaler/Service Supplier Sales Contract
 Educational Exhibit (must provide proof of status) Federal/New York State Agency

GENERAL INFORMATION

BUSINESS TYPE & LEGAL BUSINESS NAME:(please complete the appropriate row for your specific type of business):

- Corporation Federal ID # _____ Legal Name of Corporation _____
Must provide copy of NYS Dept. of State Registration - if formed in another state, copy of authorization to do business in NY State
- Partnership Federal ID # _____ Legal Name of Partnership _____
Must provide copy of NYS Dept. of State Registration - if formed in another state, copy of authorization to do business in NY State
- Sole Proprietorship Social Security # _____ Legal Name of Business _____
Must provide a copy of assumed name certificate stamped with date of filing with clerk of the county doing business in
- Individual Social Security # _____ Legal Name of Individual _____

NAME OF AUTHORIZED SIGNER _____

NAME OF MANAGER (on site during Fair) _____

NAME OF YOUR CONCESSION OR EXHIBIT (during Fair) _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER: BUSINESS _____ HOME _____

FAX _____ CELL _____

E-MAIL ADDRESS _____ WEB SITE _____

HOW LONG IN BUSINESS _____

NYS SALES TAX # _____ (If NYS Sales Tax exempt - write EXEMPT-proof required)

HAVE YOU PREVIOUSLY APPLIED FOR OR OCCUPIED EXHIBIT/CONCESSION SPACE AT THE NEW YORK STATE FAIR? () Yes () No IF YES, WHAT YEAR(S) _____

ARE YOU A MEMBER OF I.A.F.E. (International Association of Fairs & Expos): () Yes () No

ARE YOU A MEMBER OF N.I.C.A (National Independent Concessionaires Association): () Yes () No

ARE YOU A MEMBER OF NYS ASSOCIATION OF AGRICULTURAL FAIRS, INC.: () Yes () No

UTILITIES

INDICATE WHETHER YOUR SPACE REQUIRES: Running Water Access to Water Access to Sewer
 ELECTRICAL NEEDS: Please indicate all electrical needs: (you **must** account for **all** equipment that will need power)

Item	Phase	Amps	Item	Phase	Amps

NOTE: All Concessionaires and Exhibitors are required to supply all of their own electrical material (power cords, strips, etc.). Concessionaires and Exhibitors are responsible for any damage to underground utilities if hit by tent stakes, etc. Outside Concessionaires and Exhibitors may not connect or disconnect themselves.

CERTIFICATIONS

"I CERTIFY THAT THE INFORMATION STATED ON THIS APPLICATION FOR SPACE IS COMPLETE AND TRUE, TO THE BEST OF MY KNOWLEDGE, AND UNDERSTAND THAT THIS IS AN APPLICATION FOR CONCESSION/EXHIBIT SPACE ONLY, NOT A GUARANTEE OF SPACE OR LICENSE FOR SAME WITH THE NEW YORK STATE FAIR."

_____ SIGNATURE OF APPLICANT _____ DATE _____

PLEASE RETURN YOUR COMPLETED APPLICATION TO: NEW YORK STATE FAIR * CONCESSIONS AND EXHIBITS OFFICE * 581 STATE FAIR BLVD. * SYRACUSE, NEW YORK 13209
