



2012 NEW YORK STATE FAIR

August 23 – September 3, 2012

To: CONCESSIONAIRE AND EXHIBITOR APPLICANTS
From: GENEANNE KEEGAN-SMITH, CONCESSIONS AND EXHIBITS MANAGER
Subject: 2012 CONCESSIONAIRE AND EXHIBITOR APPLICATION

Thank you for your interest in becoming a Concessionaire or Exhibitor at the 2012 Great New York State Fair. Enclosed is the 2012 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 or email geneanne.k-smith@agriculture.ny.gov

APPLICATION INSTRUCTIONS

- The 2012 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, 2012.
- Applications will be reviewed considering the following guidelines: quality, diversity, demand, uniqueness of product or service, appearance of display, availability of space, prior experience or written recommendations 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-served basis.
- Every year we receive a large number of new and exciting applications from potential vendors and exhibitors. Unfortunately, due to this volume of applications and other circumstances we are not able to issue an Exhibit License Agreement. New vendor applications will be considered beginning April 15, 2012.
- If you are applying for more than one location, an application must be completed for each location. Make a photocopy of the original application for each additional location or access the application from our website at www.nysfair.org/concessions.
- The New York State Fair Application for Space must be fully completed. Incomplete applications will not be considered and will be returned noting the reason for the return.
- A copy of the 2012 Concession and Exhibit License Rate Structure and 2012 Fairtime Traffic Area Designation is enclosed.
- You must include a color photograph or professional sketch of your Concession or Exhibit. Photos/sketches will not be returned.
- The application requests a preliminary list of products you are requesting to sell/display/promote/give-away. A final list (including pricing) will be required on the form that will be included in the Exhibit License Agreement General Terms and Conditions book sent with your Exhibit License Agreement if approved.
- 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 with staffing all twelve days (12 days). Outside locations can open at 8:00 am and/or remain open until 12 midnight.
- Concessionaire and Exhibitor are required to purchase admission and parking credentials. Concessionaire and Exhibitor admission credentials may only be purchased by the licensee and are to be used by the licensee and their employees only. Credentials may not be sold or given away. All credential sales will be final. The New York State Fair is not responsible for credentials that are lost, stolen or damaged.
- 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.

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**All Concessionaires and Exhibitors participating in the New York State Fair
will be required to provide the following:**

- **Liability Insurance:** In the minimum amounts of \$1,000,000 General Liability and \$1,000,000 Product Liability shall be evidenced providing to the New York State Fair a certificate of insurance indicating the minimum amount and naming as additional named insured: "New York State Department of Agriculture and Markets." Policy dates must be effective August 16, 2012 until September 10, 2012.
- **Sales Tax:** A New York State Sales Tax Registration number is required of all Concessionaires and Exhibitors offering for sale or selling taxable merchandise or services. For further information, please call the New York State Department of Taxation and Finance at (315) 428-4685 or visit www.tax.state.ny.us.

The New York State Fair will only accept as proof of your registration a photocopy of your validated Certificate of Authority (Sales Tax Certificate).

Concessionaires or Exhibitors cannot have any outstanding tax warrants with the State of New York. Current standing with the New York Sales Tax Department will be verified. Any outstanding tax warrants by a Concessionaire or Exhibitor must be cleared within five business days of notification from the Fair.

- **Workers' Compensation:** New York State Workers' Compensation law requires that all vendors applying for permits, licenses or contract with the State of New York have appropriate Workers' Compensation benefits insurance coverage. This requirement applies to both original issuances and renewals. ACCORD insurance forms are NOT acceptable proof of New York State Workers' Compensation or disability benefits insurance coverage. To comply with the coverage provisions of the WCL, vendors must provide the department with one of the following forms:

Workers' Compensation Coverage

- A) CE-200, Certificate of Attestation of Exemption from NYS Workers' Compensation Benefits; OR
- B) C-105.2, Certificate of Workers' Compensation Insurance dated 9/07 (vendors' insurance carrier will send this form to the department upon vendor request, and the State Insurance Fund provides its own version of this form, the U-26.3; OR
- C) Certificate of Workers' Compensation Self-Insurance (vendors can call the Board's Self-Insurance office at 518-402-0247, or GSI-105.2, Certificate of Participation in Worker's Compensation Group Self-Insurance (vendors' Group Self-Insurance Administrator should send this form to the department upon vendors' request).

Disability Benefits Requirements under Workers' Compensation Law

- A) CE-200, Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage; OR
- B) DB-120.1, Certificate of Disability Benefits Insurance (vendors' insurance carrier will send this form to the State Fair upon vendors' request); OR
- C) DB-155, Certificate of Disability Benefits Self Insurance (vendor can call the Board's Self-Insurance Office at 518-402-0247).

Please direct all questions to the New York State Workers' Compensation Board at 518-486-6307 or their toll free number 877-632-4996 or the New York State Workers' Compensation Board's Website: www.wcb.state.ny.us.

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

- Completed 2012 New York State Fair Application for Space
- Color photograph/professional sketch of your concession or exhibit stand
- Copies of any brochures, handouts, catalogs, etc. that describe your product/service

2012 NEW YORK STATE FAIR • August 23 – September 3
CONCESSION AND EXHIBIT LICENSE RATE STRUCTURE (For ALL 12 Days)
(Fairtime rate calculated based upon the square footage multiplied by the per square foot rate)

Concession/Exhibit Area	Min Size Available	Square Footage	License Fee Includes	12 DAY PER SQUARE FOOT RATE		
				High Traffic (Rate A)	Normal Traffic (Rate B)	Chevy Court (Rate C)
<u>Horticulture Building</u>						
Wall Spaces	10'x10'	100	Pipe & drape, trash pickup & electrical hook-up	\$18.54		
Corner Spaces	10'x10'	100	"	\$21.63		
Special Food Utility Spaces	20'x10'	200	Trash pickup, grease disposal (if applicable) & electrical hook-up	\$23.69		
<u>Art & Home Center</u>						
First Floor Space	10'X10'	100	Pipe & drape, trash pickup & electrical hook-up	\$14.42		
<u>International Building</u>						
Permanent Stand	20'x20'	400	Trash pickup, grease disposal (if applicable) & electrical hook-up	\$17.51		
<u>Science & Industry Building</u>						
Permanent Stand			Trash pickup & electrical hook-up	\$8.24		
Other Space	10'x10'	100	Pipe & drape, trash pickup & electrical hook-up	\$10.30		
<u>Center of Progress Building</u>						
Wall & Corner Spaces	10'x9'	90	Pipe & drape, trash pickup & electrical hook-up	\$24.72		
Inside Aisle Spaces	10'x9'	90	"	\$22.66		
<u>Marketplace Pavilion Tent</u>						
All Spaces	10'x9'	90	Tent, pipe & drape, trash pickup & electrical hook-up	\$17.51		
<u>Outside</u>						
		0-199	Trash pickup, grease disposal (if applicable) & electrical hook-up	\$19.57	\$17.51	\$21.63
		200-299	"	\$13.39	\$11.33	\$15.45
		300-399	"	\$11.33	\$9.27	\$12.36
		400-499	"	\$9.27	\$7.21	\$10.30
		500-999	"	\$7.21	\$5.15	\$8.24
		1000 & up	"	\$5.15	\$4.12	\$6.18
<u>Permanent Concession Buildings</u>						
		0-1000	Trash pickup, grease disposal (if applicable) & electrical hook-up	\$11.33	\$7.21	\$13.39
		1001-2000	"	\$8.24	\$6.18	\$10.30
		2001 & up	"	\$6.18	\$5.15	\$8.24

2012 New York State Fair Traffic Designations

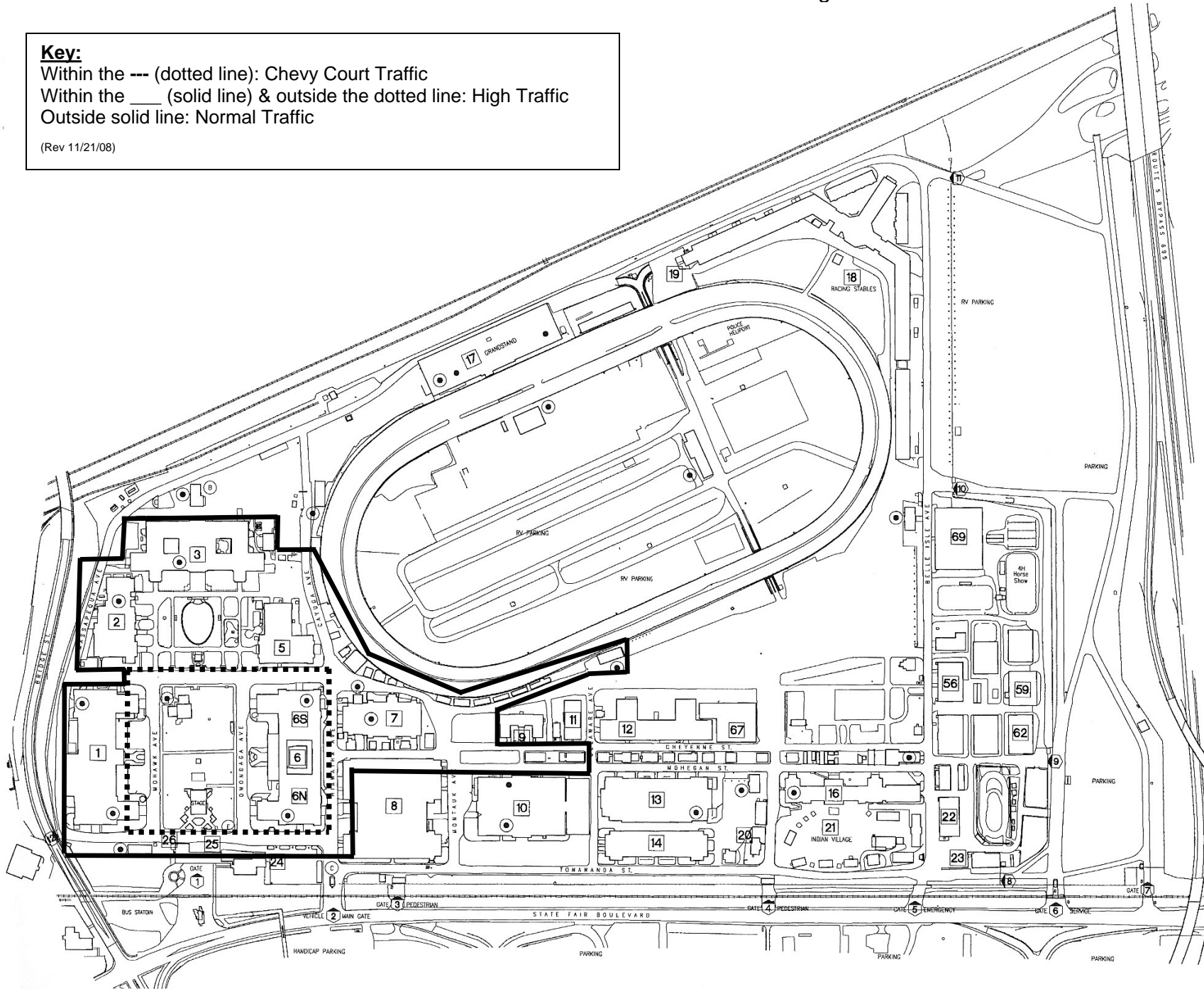
Key:

Within the --- (dotted line): Chevy Court Traffic

Within the ___ (solid line) & outside the dotted line: High Traffic

Outside solid line: Normal Traffic

(Rev 11/21/08)





2012 NEW YORK STATE FAIR

NEW CONCESSIONAIRE/EXHIBITOR APPLICATION FOR SPACE

August 23 – September 3, 2012

Received Stamp

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 Media Wholesaler/Service Supplier Sales Contract
 Educational Exhibit (must provide proof of status) Federal/New York State Agency

GENERAL INFORMATION

BUSINESS INFORMATION				
Legal Business Name <u>and</u> Federal ID # OR Individuals Name <u>and</u> Social Security #				
Mailing Address		Phone Number		Fax Number
Email		Website		
Authorized Contract Signer		Phone Number		
Title		Signer Email		
List any other DBA, Trade Name, Other Identity, or EIN used in the last five (5) years, the state or county where filed, and the status (active or inactive): (if applicable)				
Type	Name	Federal ID # or Social Security #	State or County where filed	Status
BUSINESS CHARACTERISTICS				
Business Entity Type – Please check appropriate box and provide additional information:				
<input type="checkbox"/> Corporation (including PC)		Date of Incorporation:		
<input type="checkbox"/> Limited Liability Company (LLC or PLLC)		Date Organized:		
<input type="checkbox"/> Limited Liability Partnership		Date of Registration:		
<input type="checkbox"/> Limited Partnership		Date Established:		
<input type="checkbox"/> General Partnership		Date Established:		County (if formed in NYS):
<input type="checkbox"/> Sole Proprietor		How many years in business:		
<input type="checkbox"/> Other		Date Established:		
If Other, Explain:				
Was the Business Entity formed in New York State?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If “No” indicate jurisdiction where Business Entity was formed:				
Is the Business Entity currently registered to do business in New York State with the Department of State? <i>NOTE: Select “Not Required” if the Business Entity is a Sole Proprietor or General Partnership</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
If “no” explain why the Business Entity is not required to be registered in New York State?				
Is the Business Entity registered as a Sales Tax Vendor with the New York State Department of Taxation and Finance?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If “No” explain and provide detail, such as “not required”, “application in process”, or other reason for not being registered.				
Is the Business Entity publicly traded?				<input type="checkbox"/> Yes <input type="checkbox"/> No

NAME OF MANAGER (on site during Fair) _____
 NAME OF YOUR CONCESSION OR EXHIBIT (during Fair) _____
 HAVE YOU PREVIOUSLY APPLIED FOR OR OCCUPIED EXHIBIT/CONCESSION SPACE AT THE NEW YORK STATE FAIR? () YES () NO IF YES, WHAT YEAR(S) _____

REFERENCES (NEW APPLICANTS ONLY). Please provide complete information from two fairs, hobby or trade shows, or similar events at which you have sold or demonstrated/exhibited your product(s)/service(s).

REFERENCE #1
 Name _____
 Address _____
 Contact Person _____
 Daytime Phone # _____

REFERENCE #2
 Name _____
 Address _____
 Contact Person _____
 Daytime Phone # _____

PRODUCTS/SERVICES

THE NEW YORK STATE FAIR REQUIRES THAT **ALL** PRODUCTS AND SERVICES SOLD/DISPLAYED DURING THE FAIR BE APPROVED IN ADVANCE BY THE CONCESSIONS AND EXHIBITS OFFICE. PLEASE PROVIDE A LIST ALL **PRODUCTS** OR **MENU ITEMS** (NOT PRICES) TO BE SOLD, PROMOTED, DISPLAYED OR GIVEN AWAY TO BE CONSIDERED FOR THE 2012 FAIR. (You may attach additional sheets, if necessary).

ITEM(S)	ITEM(S)

SPECIAL REQUESTS

The following requests **require prior approval** from Fair administration (approvals will be reflected in your Exhibit License Agreement):

- Plan to hold a contest, registration, award a prize or have a give-away
(Sample entry forms & list of prizes to be offered are required with application)

List Prizes and Values: _____

- Use a microphone/amplified sound

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.

DOES YOUR SPACE REQUIRES TEMPORARY PHONE SERVICE: Yes No

CERTIFICATION

The undersigned; recognizes that this questionnaire is submitted for the express purpose of assisting the State of New York or its agencies or political subdivisions in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the State or its agencies or political subdivisions may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; and acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination.

The undersigned certifies that he/she:

- Is knowledgeable about the submitting Business Entity's business and operations;
- Has read and understands all of the questions contained in the questionnaire;
- Has not altered the content of the question set in any manner;
- Has reviewed and/or supplied full and complete responses to each question;
- To the best of their knowledge, information and belief, confirms that the Business Entity's responses are true, accurate and complete, including all attachments; if applicable;
- Understands that New York State will rely on information disclosed in this questionnaire when entering into a contract with the Business Entity; and
- Is under obligation to update the information provided herein to include any material changes to the Business Entity's responses at the time of the contract submission, and may be required to update the information at the request of the state's contracting entity or the Office of the State Comptroller prior to the approval of a contract, or during the term of the contract.
- The application submitted is for 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**

OFFICE USE ONLY

Vendor Name:			Vendor ID #:		
Space #	Width	Depth	Total Sq. Footage	SF Rate	2012 Price
				\$	\$
				\$	\$
				\$	