

Requesting a Donation from the New York State Fair



To be considered for an admission ticket donation, you must:

- Print this form out
- Complete items #1-10 below
- Fax it along with a copy of your IRS Determination Letter to 315.487.9260

To Those Requesting a Donation from the New York State Fair:

The New York State Fair has a limited allocation of donation admission tickets. Requests are filled on a first come, first serve basis. Unfortunately, due to the large volume of requests that we receive, it is not possible to approve all requests.

Please consider these policies and procedures below when making your request:

- The Fair only makes donations to organizations that are certified as non-profit under section 501(c)(3) of the Federal Internal Revenue Code. The Fair requires the IRS's determination letter as proof of 501(c)(3) status.*
- Donated admission tickets will be valid for any day of the Fair. The **2016** Fair will run from **Thursday, August 25** through **Monday, September 5**.*
- Donation requests must be submitted at least 4 weeks prior to the event date to allow time to review your information.*
- One request per organization will be accepted within a calendar year.*
- Tickets will only be released to the requesting organization. Your organization will be responsible for delivering donated admission tickets to individuals.*
- All donations must be picked up from the State Fair's Administration Office (unless other arrangements have been made).*
- Tickets for Grandstand Concert tickets or other special events are not available for donation, and the New York State Fair does not make monetary donations.*
- All requests will be filled at the discretion of the New York State Fair. Submitting a request does not guarantee a donation.*

PROVIDE ALL INFORMATION BELOW AND FAX COMPLETED FORM TO 315.487.9260

Attn: Donation Request Office

1. Organization Name _____
2. Agency Tax ID # _____
3. Contact Name _____
4. Address _____
5. City, State, Zip Code _____
6. Primary Phone _____
7. Email (**REQUIRED**) _____
8. Date of Event _____
9. Briefly Describe Your Event / Cause _____

10. Copy of IRS Determination Letter

OFFICE USE ONLY

Approved _____

Date _____

Ticket #s _____

Declined – reason _____

NOTICE: Your organization will be contacted via email when the tickets are available and arrangements can be made to release the tickets. When picking up tickets, a designee from your organization must bring a copy of the donation confirmation email with them. The designee will be required to sign for and take possession of the tickets, attesting that they will be used for the purpose intended.

If you are willing to comply with these policies and procedures, the State Fair is delighted to consider your request for a donation.

Sincerely

Troy Waffner, New York State Fair Acting Director