



# 2016

**SPONSOR HANDBOOK and ANSWERS TO FREQUENTLY  
ASKED QUESTIONS....**

**THE GREAT NEW YORK STATE FAIR**

**AUGUST 25<sup>TH</sup> TO SEPTEMBER 5<sup>TH</sup>**

New York State Fairgrounds

581 State Fair Boulevard, Syracuse, New York 13209

315.487.7711 or 1.800.475.FAIR

Fax: 315.487.9260      [nysfair.ny.gov](http://nysfair.ny.gov)

# Exhibitor General Terms and Conditions

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## A

### Admission Credentials

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.

A New York State Fair Sponsorship Credential Order Form will be sent to you.

Credentials will not be issued until all contract items (including workers' comp, sales tax, liability insurance, disability insurance, etc.) and payments have been received and approved.

Concessionaires, exhibitors, and fairgoers may leave the fairgrounds through any gate and be readmitted the same day without additional charge by requesting a wristband when leaving. Re-admittance must occur before 10:00pm on the day the wristband is issued.

### Advertising

Advertising or promoting is prohibited in any location other than the one designated in your Exhibit License Agreement; all business is to be conducted within your own space. False or misleading advertising is prohibited.

### ATMs

ATM machines are available at the Main Gate and at various locations on the Fairgrounds.

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## B

### **Booths**

See *Design and Presentation*

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## C

### Cleanliness

It is very important to keep all areas of the New York State Fairgrounds clean, neat, and presentable to Fairgoers. We ask that you keep your respective areas clean, neat, and presentable.

If you see any public areas that are not acceptable and need our attention, please notify the Maintenance Department immediately at 315-487-7711 ext. 1410.

### Code of Conduct

The New York State Fair strives to work with Vendors/Sponsors who treat their workers, customers, and Fairgoers with dignity and respect, maintain just and decent working conditions, and adhere to all applicable laws and regulations.

Accordingly, we require each Vendor/Sponsor to comply with the following Vendor Code of Conduct. The Vendor/Sponsor Code of Conduct defines our minimum expectations. No code of conduct can be all-inclusive, but we expect those with whom we do business to act reasonably in all respects and to ensure that no abusive, exploitive, or illegal conditions exist. We may end our business relationship with any Vendor/Sponsor who fails to comply with the terms of their contract and/or this Vendor/Sponsor Code of Conduct.

#### **KEY EXPECTATIONS**

- All New York State Fair vendors and exhibitors should work cooperatively with the Fair attendees and staff.
- Verbal or physical abuse is prohibited.
- Vendors/Sponsors shall not discriminate against customers, other vendors, or State Fair staff based on their race, gender, religion, ethnicity, sexual orientation, or gender identity.

- Vendors/Sponsors will treat each employee, customer and Fairgoer with respect and dignity and will not subject any employee to any physical, sexual, psychological, or verbal abuse, or any other form of harassment.
- Behavior that disparages another participant, actions that unnecessarily interfere with other participant's set up, sales, or activities, and any other action that in the State Fair staff's determination are uncooperative in nature are prohibited.
- Vendors/Sponsors are prohibited from smoking within their exhibit booth or concession stand. Vendors/Sponsors should also be familiar with the regulations relative to smoking.
- All pets are prohibited from attending the State Fair with vendors/sponsors due to health and safety risks, unless they are part of the exhibit or are a service pet.
- Vendors/Sponsors shall not engage in any behavior not appropriate for a public setting including, but not limited to, use of obscene or abusive language and/or physical violence.

## **Customer Returns**

The New York State Fair expects all Concessionaires/Exhibitors/Sponsors to be professional and reasonable when dealing with customer complaints and returns. We will make every effort to help Fairgoers contact you and if necessary, at your expense, gain admission onto the grounds if there is an issue. It is your obligation to resolve the complaint. Customer complaints made in writing that are brought to the attention of Fair Management will be documented and kept in your file.

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## **D**

## **Damages**

You shall be responsible for all damage, loss, and injury to persons and property due to the activities of your operations, agents and employees. You shall defend, indemnify, and hold harmless the New York State Fair, a division of the New York State Department of Agriculture and Markets, and each of their respective officers and employees from all claims, demands, damages, expenses, liabilities, and obligations for damages, loss or injury to person and property arising out of your operation of this license. Your indemnification obligation shall not be limited by reason of any insurance coverage provided.

## **Deliveries**

### **DELIVERIES BEFORE THE FAIR**

Licensees should advise those delivering their equipment, etc. to access the fairgrounds as follows: State Fair Blvd. to gate 7, proceed to gate 11, follow back road around fairgrounds to the rear loading dock of the Center of Progress Building.

The New York State Fair cannot accept your deliveries. If you are having merchandise or equipment shipped for use at the State Fair, please have one of your employees at the fairgrounds to receive the delivery. If it is not possible for you or your representative to be here, have the cartage/shipping company hold your shipment(s) for you at its local office until you contact them with an exact location, date, and time when you will be at the fairgrounds to take delivery. Food vendors must ensure food deliveries are kept safe, secure and temperature controlled.

### **SHIPPING INFORMATION**

To be sure packages are delivered to you in a timely manner; they must be labeled as follows:

- Your business name (as it appears on your contract agreement)
- C/O the New York State Fair
- Your assigned exhibit building, if applicable
- Your assigned site number
- 581 State Fair Blvd
- Syracuse, NY 13209

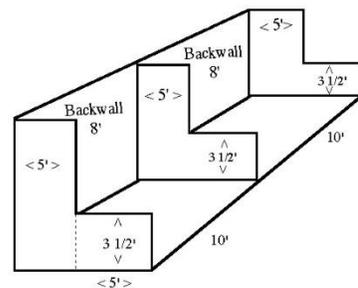
## **Design and Presentation**

Concessions and Exhibits should be constructed in a neat and orderly style. They are to be kept clean during the New York State Fair.

The Fair does not provide tables, chairs, or trash cans for individual vendors. You are welcome to use your own, or they may be rented from the Fair's official decorator: Able Smith Tent & Party Rental, 5683 West Route 31, Cicero, NY 13039 – phone 315-699-7368 – website [www.ablesmithtent.com](http://www.ablesmithtent.com). They will be on the grounds during setup.

In the case of most indoor exhibits, displays must be no higher or larger than any of the original booth set-up walls (see diagram to right) unless special permission has been given by the Concessions and Exhibits Office.

Concessionaire and Exhibitor displays, merchandise, and personnel must remain within the confines of the location designated in your Exhibit License Agreement. No “walk-arounds”, entertainment, remote control devices, food sampling, outside posters, handbills, sales information or soliciting, stickers or distributing literature, etc., is permitted outside of your space designated in your Exhibit License Agreement. Exhibit material cannot overflow into the aisles. Additional materials must be stored neatly out of sight of Fairgoers. These terms pertain to both indoor and outdoor vendors.  
See also, **Signage**



## **Discrimination**

You shall not discriminate or harass any employee, applicant for employment, customer, or patron due to race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status, citizenship status, or on any other legally prohibited basis.

## **Drawings – Raffles – Games of Chance – Prizes**

If you intend to hold a drawing or raffle, operate a game of chance, or award any prize from your exhibit space, carefully read the provisions of New York law and regulations summarized below. It is your obligation to obtain a complete copy of, and to comply with, the law and regulations. If you do not, your permission to operate a drawing, raffle, games of chance, or award prizes will be withdrawn and you may be liable for civil and criminal penalties.

The Division of the State Fair retains the right in its sole discretion to: (i) grant permission to you for you to hold a drawing, a raffle, operate a game of chance or award prizes from your exhibit space, and (ii) to rescind that permission at any time for any reason or for no reason.

**A.** If you are going to:

**Use Games of Chance in Selling Commodities**, for example, a drawing where there is no requirement that an entrant pay a fee to enter, you have to fill out an application available from the New York Secretary of State, [www.dos.state.ny.us](http://www.dos.state.ny.us), file it, pay a fee, and comply with the requirements of General Business Law §369-e. A copy of your application to the Secretary of State, stamped to show the date and time of filing, must be provided with your Exhibit License Application.

**B.** If you are going to:

**Offer a Prize as Part of a Prize Award Scheme**, for example, where a person is told they have won, or may win a prize, if the person does something, e.g. travel to a location, listen to a sales presentation, you must comply with General Business Law §369-ee which requires that you make specific disclosures and provide specified notice to “winners” of prizes.

A complete description of your intended activity and the required disclosures and notices must be provided with your Exhibit License Application.

**C.** If you are going to:

**Operate a Game of Chance** for which you charge a person to participate you must be an authorized organization, that is a *bona fide* religious or charitable organization, an educational, service or fraternal organization, a veterans or volunteer fireman organization AND you can only operate a “merchandise wheel”, “raffle”, “bell jars”, “coin boards”, “seal cards” and “merchandise boards”. You must comply with Article 9-A of the General Municipal Law which requires, in part, that you file an application with and receive the approval of the local municipality, here the Town of Geddes. Contact the Town at Geddes at 315-468-3600 or [www.townofgeddes.com](http://www.townofgeddes.com). You must also follow the rules of the New York State Gaming Commission which you can find on the Commission’s website [www.gaming.ny.gov](http://www.gaming.ny.gov). A copy of your approved application must be provided with your exhibit license application.

## **E**

### **Electrical**

Your detailed electric needs should be completed using the New York State Fair Electrical Service Information Packet that was mailed to you. Fair personnel will use this information to plan electrical distribution and workloads. You shall limit your Fairtime electric usage to those devices that you itemized in your packet. Any additional device(s) not listed in this packet may not be able to be supported.

# F

## Fire Safety

The following are the New York State Fair minimum fire safety requirements and shall be applied to all shows, trade, commercial, or otherwise, and shall apply whether the exhibit space is open or closed to the public.

1. All vendor spaces are subject to periodic inspection by the New York State Fair and/or the Office of Fire Prevention and Control to ensure compliance with all applicable codes and standards and the terms and conditions of this contract. The New York State Fair and or the Office of Fire Prevention and Control may cite and record any item or condition that is not in compliance with these conditions.
2. The display and operation of any cooking or heat-producing appliances, pyrotechnics, use or storage of flammable liquids, compressed gases or any other process deemed hazardous by the New York State Fair and/or the Office of Fire Prevention and Control must have advance approval by the New York State Fair and/or the Office of Fire Prevention and Control.
3. No inflammable liquids, gases, explosives, or other dangerous substances will be permitted in any buildings.
4. Any motor vehicles, gasoline-powered equipment, tools, etc., on display must have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps must have the gas caps sealed with tape. All such fuel tanks shall be less than  $\frac{1}{4}$  full.
5. No parking of any vehicles, unless approved, is allowed in the buildings.
6. Decorations and displays shall not block or impede access to fire protection equipment (sprinklers, exit markings, exit doors or emergency lighting equipment).
7. Decorations shall be fire retardant. Vendors must provide certificates of flame spread on all curtains, table covers and draperies. Items that are not properly fire retardant shall be removed.
8. The means of egress (aisles, hallways, stairs, exit doors and exit signs, etc.) in both permanent and temporary structures must be kept clear and free from obstructions at all times.
9. Signs designating exits and the direction of travel to exits approved by the New York State Fair and/or the Office of Fire Prevention and Control must be provided by the opening of the show.
10. Additional fire extinguishers may be required at the discretion of the New York State Fair and/or the Office of Fire Prevention and Control.
11. Electrical equipment must be listed for its intended use and in good repair. All wiring and connections must meet NFPA 70 National Electric Code.
  - Extension cords are for temporary use only. They are allowed to power equipment and appliances in temporary display booths throughout the fairgrounds.
  - Extension cords are not to be used as a substitute for permanent wiring in permanent restaurant buildings or other permanent structures on the fairgrounds.
  - Extension cords must be UL listed and capable of carrying the electrical load they serve.
12. All electrical extension cords used shall be of the heavy-duty type. Lightweight cords of the lamp cord variety are prohibited and are subject to confiscation.
13. All booths and displays shall be open (i.e., no covered tops) unless prior approval by the New York State Fair and/or the Office of Fire Prevention and Control has been given.
14. All other fire safety laws, regulations, and codes that have been duly adopted must be adhered to.
15. All materials and booth installations (including tents) must comply with all codes & regulations established by NY State.
16. Fire Extinguishers:
  - Vendors cooking or preparing foods must have a 2A:10B: C portable fire extinguisher within 30 feet of cooking areas
  - Vendors with cooking appliances that create grease laden vapors shall also have a class K extinguisher
  - Extinguishers must be located within 30 feet of commercial cooking equipment, be unobstructed and visible, and readily accessible by vendors and their employees
  - Extinguishers must be located near exits from cooking areas
  - Food vendors and their employees must be trained in the use of portable fire extinguishers. OFPC will provide free hands on training at the fairgrounds prior to the start of the fair
  - Fire extinguishers must be inspected, tested & maintained in accordance with the Fire Code of NY State
  - License holders may not share extinguishers
17. Propane cylinders that serve tents or other temporary outdoor sites must be firmly secured to a stable support or ganged together in groups of 3 to 5 units by the use of a substantial strap or chain. Propane cylinders shall not be secured to tents. Propane cylinders must be kept away from heat sources and pressure relief valves must point away from tents. Propane connections, hoses, and appliances must be listed for the intended use and in good repair.

Each Concessionaire and Exhibitor will be responsible for making key personnel aware of and familiar with the facility's emergency and fire safety procedures.

## **Fireworks**

"Fireworks" shall mean and include any combustible or explosive composition, or any substance or combination of substances, or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation, and shall include blank cartridges, toy pistols, toy cannons, toy canes, or toy guns in which explosives are used, the type of balloons which require fire underneath to propel the same, firecrackers, torpedoes, skyrockets, roman candles, day glow bombs, sparklers, or other devices of like construction and any device containing any explosive substance, except that the term "fireworks" shall not include auto flares, paper caps containing not in excess of an average 25 hundredths of a grain of explosive content per cap, and toy pistols, toy canes, toy guns, or other devices for use of such caps, the sale and use of which shall be permitted at all times. The manufacturing of fireworks is prohibited within the Fairgrounds. Except as herein-after provided, it shall be unlawful for any person to store, to offer for sale, expose for sale, sell at retail, or use to explode any fireworks; provided that upon review by the New York State Fair and the Office of Fire Prevention and Control. The Office of Fire Prevention and Control shall have the power to grant permits for supervised public displays of fireworks.

## **First Aid and Medical Emergencies**

The Fair provides walk-in first aid assistance at two locations for injuries and ailments. Find the nearest State Trooper or call the State Troopers Office at 315-487-7711 ext. 1390 for first aid assistance or transport to either location.

- **State Fair Infirmary** – located behind the Horticulture Building
  - Pre-Fair: Wednesday 12:00pm – 12:00am
  - Fairtime: 24 hour coverage
  - Post-Fair: Tuesday 12:00am – 2:00pm (after 8:00am located at Wade Midway Office)
  
- **State Fair Fire Station** – located at West end of the Youth Building
  - Pre-Fair: 6:00pm – 12:00am
  - Fairtime: 24 hour coverage
  - Post-Fair: Dial 911

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## **G**

### **Gas**

You shall be responsible for all costs of fuel, oil and gas used and consumed in connection with your operation of this Exhibit License Agreement. Propane gas cylinders shall not be permitted within any booth, building, tent or other structure. Propane cylinders utilized shall be located outside, be substantially secured and the installation, use, and handling of propane cylinders shall comply with local (*applicable*) regulations.

Vendors are responsible for assuring that ALL propane tanks are removed from the Fairgrounds by 4:30pm on Wednesday September 7, 2016.

### **Guest Relations**

In order to assist and inform Fairgoers, the New York State Fair operates a Guest Relations Service. Visit a Guest Relations booth for information or to report non-emergency concerns from 9:00am to 9:00pm. Locations are at Gate 1, Gate 4, and near the DEC Log Cabin.

### **Government Regulations**

You cannot use the location designated in your Exhibit License Agreement for any unlawful or illegal purpose or for any purpose in violation of any federal, state, or municipal law, ordinance, government rule, order or regulation and shall comply with all rules of the Fair.

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## H

### Hours of Operation and Staffing

All concessions, exhibits, attractions and display areas must be open, staffed and in full operation all 12 days of the Fair; minimum hours of operation are from 10:00am to 10:00pm daily. Everything must be closed from 12:00 midnight to 8:00am unless otherwise authorized by the Concessions & Exhibits Office.

**BUILDINGS:** Thursday, August 25 through Sunday, September 4 ▪ Open 10:00am - Close 10:00pm  
Monday, September 5 ▪ Open 10:00am – Close 9:00pm

**OUTSIDE BOOTHS:** Thursday, August 25 through Sunday, September 4 ▪ Open 10:00am - Close 10:00pm  
- *May open at 8:00am and/or remain open until 12:00 midnight if desired*  
Monday, September 5 ▪ Open 10:00am – Close 9:00pm  
- *May open at 8:00am and/or remain open until 9:00pm if desired*

Concessionaires and Exhibitors are required to open and close in all buildings and all outside locations as described without exception.

Labor Day, Monday, September 5, 2016, all buildings will close at 9:00pm. All booths must remain set-up and open until 9:00pm.

Personnel can enter buildings at designated doors one hour before the public opening. The public will be cleared from the building immediately after closing. This rule will be strictly enforced to provide security for all Concessionaires and Exhibitors.

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## I

### Ice and Ice Merchandisers

If you need ice, please contact **Husted Ice** via phone or email to place a fairtime ice service order.

Office: 315.450.1604

Email: [hustedice@gmail.com](mailto:hustedice@gmail.com)

### Illicit Discharge Detection and Elimination (IDDE)

Concessionaires, exhibitors and those occupying recreational vehicles may not deposit any refuse or empty any gray water, fluid waste, water or other liquids onto the ground or into the streets, gutters, or catch basins. Fluids (not grease and oil) and waste water must be discharged into approved sanitary sewer systems only. When sanitary sewer access is not available, holding tanks must be used until such waste can be properly discharged at an acceptable sanitary sewer access point. Grease and oil must be deposited in approved recycling containers See ***Grease, Trash/Waste Disposal (Solid & Liquid)***

## **Internet Connections**

If you require a secure internet connection or Wi-Fi service for your daily business, please contact one of the following three providers for wired/wireless internet and/or Wi-Fi services and phone services:

- New Visions Communications - Call (315) 472-6300 or [click here](#)
- Time Warner Cable Business Class - Call (855) 580-8540 or [click here](#)
- Verizon Enterprise Solutions - Call (800) 837-4966 or [click here](#)

*Please contact a minimum of 7 business days prior to the event to allow for processing of your request*

### **New York State Fair Wireless Internet Network**

The New York State Fair Wireless Internet Network is an unsecure network and should not be used to process financial or confidential information. If the intent of using the internet is to process credit card or other financial, business or personal information, a secure network should be used. We would recommend using a hardwired internet connection which is available at the NYS Fair through internet service providers.

#### **Disclaimer of Liability:**

THE USER OF THIS WIRELESS INTERNET SYSTEM ASSUMES ALL RESPONSIBILITY AND RISK FOR THE USE OF THIS SERVER AND THE INTERNET GENERALLY. THE STATE OF NEW YORK, THE NEW YORK STATE FAIR, ITS INTERNET SERVICE PROVIDER, AND THE NYS FAIR'S AFFILIATES DISCLAIM ALL WARRANTIES, REPRESENTATIONS, OR ENDORSEMENTS, EXPRESS OR IMPLIED, WITH REGARD TO THE INFORMATION ACCESSED FROM, OR VIA, THIS SERVER OR THE INTERNET, INCLUDING, BUT NOT LIMITED TO, ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT. THE STATE OF NEW YORK, THE NEW YORK STATE FAIR, AND ITS INTERNET SERVICE PROVIDER DOES NOT ASSUME ANY LEGAL LIABILITY OR RESPONSIBILITY FOR THE ACCURACY, COMPLETENESS, OR USEFULNESS OF ANY INFORMATION, APPARATUS, PRODUCT OR PROCESS DISCLOSED ON THE SERVER OR OTHER MATERIAL ACCESSIBLE FROM THE SERVER. IN NO EVENT SHALL THE STATE OF NEW YORK, THE NEW YORK STATE FAIR, AND ITS INTERNET SERVICE PROVIDER BE LIABLE FOR ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA, OR PROFITS, WHETHER IN AN ACTION OF CONTRACT, NEGLIGENCE OR OTHER TORTIOUS ACTION, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THE INFORMATION ON THIS SERVER OR THE INTERNET GENERALLY.

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## **L**

### **Layout Changes**

In the event of unforeseen obstacles, the New York State Fair reserves the right to make layout changes. If relocation is necessary, the Fair will make every effort to relocate to a location that is comparable to the one designated in your Exhibit License Agreement.

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## **M**

### **Mail**

See *Postal Service*

## **Merchandise Restrictions**

Stickers of any kind, inflated balloons and Frisbees cannot be given away or sold by Concessionaires or Exhibitors. The licensee will be asked to remove these items from the grounds.

Due to safety regulations and concerns, the use or sale of Laser Lights or Laser Pointers is strictly prohibited. No licensee will be allowed under any circumstances to possess these devices within their display area. Any other product deemed inappropriate or unsafe by Fair Management or the New York State Police will not be allowed.

You must have received prior approval from New York State Fair Management for any giveaways. Decisions are made during the application and approval process and are reflected in the Exhibit License Agreement.

Floor samples that are sold during the New York State Fair cannot be picked up on the evening of Monday, September 5, 2016. Arrangements should be made with your customers for pick-up the following day.

## **Microphones**

You must have received prior approval from New York State Fair Management to use amplified sound. Decisions are made during the application and approval process and are reflected in the Exhibit License Agreement.

If approved, sound-producing devices used shall not annoy or inconvenience other licensees or patrons. The Fair reserves the right, in its sole discretion, to require the reduction of volume or removal of sound producing devices. Undue noise made in the operation of exhibits, or noisy or unseemly methods employed in sales or demonstrations are not permitted. The decision of what constitutes undue noise or unseemly method shall rest with the NYS Fair whose decision will be final.

## **Move In**

Exhibit License Agreements, payments and all appropriate paperwork for your Concession or Exhibit location must be completed and paid in full before move-in will be allowed.

### **EARLY MOVE IN**

We welcome and encourage early set up. All license holders may bring their stands, exhibits, trailers, structures, and equipment onto the fairgrounds by appointment starting Tuesday, August 16, 2016 through Sunday, August 21, 2016. Please contact the Concessions & Exhibits office to request set up at a day/time.

### **REGULAR MOVE IN**

All buildings and grounds will be open and ready for move-in and set-up on:

- Monday, August 22, 2016 at 8:00am to 8:00pm
- Tuesday, August 23, 2016 at 8:00am to 8:00pm
- Wednesday, August 24, 2016 at 8:00am to 10:00pm

All Concessionaires and Exhibitors (with the exception of those occupying permanent structures) shall first check-in with the Concessions and Exhibits Office. A representative from the Concessions and Exhibits Office will guide you to your designated location.

Vehicles may not be driven into Fair exhibit buildings (this includes the Center of Progress and Horticulture buildings) without the prior written approval of the Concessions and Exhibits Office.

Any concessionaire or exhibitor constructing a tent on the grounds must check in with the Concessions and Exhibits Office before setting tents to assure the proper placement and safety and protection of people and underground utilities. To prevent stakes in pavement, we encourage self-standing framed tents. The Concessionaire or Exhibitor shall be liable for damages caused by failure to follow this rule. If you must have a tent or concession erected before Monday, August 15, 2016, an appointment must be made through the Concessions and Exhibits Office. See more information below for early move-in.

In the event any concessionaire or exhibitor fails to occupy a leased space by 3:00pm, Wednesday, August 24, 2016, State Fair Management may terminate the contract unless prior permission has been obtained. No refund will be made in such a case, and the Fair will be authorized to reallocate said space to another Concessionaire or Exhibitor. No vendor, sponsor, decorator, etc. shall be authorized to utilize New York State Fair equipment (platform lifts, forklifts, etc.). If vendors, sponsors, etc. require such equipment for set up or take down of booths, displays, etc., such equipment must be brought in at the vendor or sponsor's expense with prior approval from the New York State Fair. The vendor, sponsor, etc. shall be responsible for the safe use of such equipment and adherence to all OSHA rules governing the use of such equipment.

All pallets must be removed from the grounds by the start of the Fair. Vendors will be assessed a charge of \$20 each for pallets removed by New York State Fair staff.

## **Move Out**

Under the terms of your Exhibit License Agreement, all exhibits and displays must remain open and in place until close of business Monday, September 5, 2016 Labor Day (this is 9:00 pm - closing includes buildings, outside locations, beer, wine and distilled spirits sales). Indoor and outdoor concessionaires and exhibitors will be monitored by State Fair personnel on Monday, September 5, 2016. Dismantling of your concession/exhibit area before 9:00pm in buildings and outside locations will be cause for adverse documentation in your Exhibit License Agreement file. Early dismantling of a concession/exhibit area will be taken into consideration for future Exhibit License Agreements with the New York State Fair.

Vehicles are not allowed on the Fairgrounds until 11:00pm on Monday, September 5, 2016. The New York State Police and New York State Fair Security will enforce this policy.

For move-out, all buildings will be open from 8:30am to 4:30pm only on Tuesday and Wednesday following Labor Day. There will be no access to buildings after 4:30pm.

Congestion in the buildings at the time of move-out can be kept at a minimum if no vehicles with trailers are brought into the building and only one vehicle per exhibit is used.

Cooperation among vendors is expected and appreciated.

Due to the fact that the grounds are leased immediately after the New York State Fair, all belongings must be removed from the Fairgrounds by 4:30 pm, Wednesday, September 7, 2016, or the remaining items will be removed by the Fair at the owner's expense.

Vendors are responsible for assuring that all propane tanks are removed from the Fairgrounds by 4:30pm, Wednesday September 7, 2016.

Outside Concessionaires and Exhibitors will be held responsible for the timely removal of rented tents. All such tents must be removed by Friday, September 9, 2016.

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## **O**

## **Offensive Items**

The New York State Fair reserves the right to ask you to remove any material or merchandise from your space that is deemed offensive by New York State Fair Management.

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## **P**

## **Pets**

Pets or animals of any kind, except those involved in exhibitions, demonstrations or those used as licensed service animals, are not allowed in exhibition areas of the Fairgrounds. Pets are allowed in the Temporary RV Parking area. Please make arrangements for your pets.

## **Postal Service**

The closest United States Post Office location is in the Village of Solvay at 1801 Milton Avenue (approx. 1.5 miles from Fairgrounds). For more details, call this location at 315-468-4795.

## **Pricing**

It is mandatory that prices for all products including food, drink and novelties are posted. The designated price charged is to be the same throughout the duration of the Fair.

## R

### Recycling

Concessionaires and Exhibitors are required by law to recycle those items that have been identified as recyclable. These items should be placed in a clear trash bag (cardboard should be stacked) and left for pick-up by New York State Fair personnel in an out-of-public view location. The following recyclables are designated in this program:

Plastic bottles with the recycling symbol and the #1 or #2 on the bottom and stackable, wide-mouthed #5 plastic containers (e.g. butter tubs): please rinse, flatten and discard tops and caps.

Metal containers (including all food and beverage cans and lids), empty aerosol cans (which did not previously contain hazardous waste such as pesticides), aluminum foil and aluminum baking tins. No other metal items are allowed. Please remove food particles by rinsing. It is not necessary to remove paper labels.

Glass containers, including all clear and colored glass food and beverage bottles. Rinse bottles and discard caps. It is not necessary to remove paper labels. Excluded are ceramics, window glass, auto glass, mirrors and kitchenware.

Gable top containers, including milk and juice cartons: please rinse and flatten.

Corrugated cardboard (grooved cardboard commonly used for packing boxes): flatten into lengths no larger than 3' by 3'. Pizza boxes can be placed in with your other corrugated boxes. Please remove food, plastic, foil and paper, and flatten boxes.

Please visit [www.ocrra.org](http://www.ocrra.org) for more recycling details.

## S

### Security

During the New York State Fair, there is 24-hour security presence in all exhibit areas. While we do our best, we strongly encourage you to not leave valuables behind. Any serious security issues such as theft should be immediately reported to the Fair's New York State Police Barracks at 315-487-7711 ext. 1390. The New York State Fair shall not be responsible for or guarantee the safety of any space or material against fire, accident, theft, or any loss or injury whatsoever.

### Signage

In order to enhance the appearance of Concessions and Exhibits in general, no homemade or handwritten signs are allowed. Pencil, crayon, cardboard or handwritten signs are not permitted. All signs must be neatly and professionally printed and displayed in a conspicuous place on or within your Concession or Exhibit. All prices must be posted.

**Any signage that is not affixed to or within the footprint of your Concession or Exhibit rental space will be prohibited. This includes A-Frames, free-standing signs, lawn signs or any other type of signage - THIS WILL BE STRICTLY ENFORCED.**

See also, *Pricing*

### Smoking

To promote the health and safety of employees and visitors, the New York State Fair will attempt to maintain an environment that is free from tobacco smoke. The New York State Fair will comply with all applicable laws concerning smoking.

Smoking is prohibited in all indoor locations. Smoking is prohibited in all enclosed areas of the Fair including permanent concession structures, elevators, stairwells, parking attendant booth and structures, tents, covered dining areas, and restrooms. Smoking is allowed in outdoor locations except those designated as no smoking areas (Chevy Court, Midway, Kiddieland, and the State Park at The Fair). Smokers may not block the entrance to a building or subject non-smokers to passive smoke.

The Fair will adhere to New York State Laws concerning posting of signs designating smoking and non-smoking areas. Adequate signs will be visible at entrances and inside of buildings and elevators to inform the public of applicable smoking regulations.

## **Sponsorship Office**

The Sponsorship Office is located in the Administration Building between the Main Gate and Gate 2. Prior to Thursday, August 25, 2016, office hours are 8:30am to 4:30pm, Monday through Friday. Thursday, August 25, 2016 through Monday, September 5, 2016, office hours will be 8:30am to 6:00pm daily. For any questions or concerns, please phone 315-487-7711 extension 1237. For immediate assistance, call Todd Dupell, Sales Manager, 315-283-3807 or Joan Kerr 315-440-7997.

## **State Fair Property**

Licensee movement of benches, picnic tables and trash or recycling containers, placed by the New York State Fair for public use, is prohibited. Also, the movement or damaging of any trees, grass, shrubbery, flowers, or other vegetation and decorations on the Fairgrounds is prohibited. See also, *Damages*.

## **Subletting**

You do not have the right to sublet the privilege of your Exhibit License Agreement; any assignment attempted shall be grounds for immediate termination.

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## **T**

### **Temporary RV Credentials**

Temporary RV parking is available for concessionaires, exhibitors and the general public during the New York State Fair. Further information on pricing and the advanced purchasing of Temporary RV parking credentials is available on our website at <http://nysfair.org/your-visit/plan-your-trip/fair-rv-parking>.

### **Tents**

Outside space rentals do not include tents.

Concessionaires, Exhibitors, and tent contractors must check in with the Concessions and Exhibits Office before setting tents to assure the safety and protection of people and underground utilities. To prevent stakes in pavement, we encourage self-standing framed tents. Concessionaires and Exhibitors shall be liable for damages caused by failure to follow this rule. If you must have a tent erected before Monday, August 22, 2016, an appointment must be made through the Concessions and Exhibits Office.

Outside Concessionaires and Exhibitors will be held responsible for the timely removal of rented tents. All such tents must be removed by Friday, September 9, 2016.

### **Tram Service**

New for 2016, all Fair trams will be offered free of charge from 10:00am - 10:00pm. Fairgoers are able to make use of the Fair's internal tram network to travel around the perimeter road, stopping at 11 scheduled stops. *Tram service stops temporarily from 5:15 - 6:45pm for our six special day parades, and resumes after the parade is finished - these occur on Friday, August 26, and from Monday-Friday, August 29 - September 2.*

### **Trash/Waste Disposal (Solid & Liquid)**

You shall operate the location designated in your Exhibit License Agreement clean and free from all trash and debris. During business hours (10:00am until 10:00pm), trash (including food storage, cardboard and delivery crates) cannot be stored outside your location and should be kept out of public view. You shall deposit trash and debris in your own bags and receptacles. You cannot take any State Fair garbage receptacles and place them in your location. Trash and debris should be placed outside of your location after business hours in a neat and orderly fashion for pickup.

Concessionaires, exhibitors and those occupying recreational vehicles may not deposit any refuse or empty any gray water, fluid waste, water or other liquids onto the ground or into the streets, gutters, or catch basins. Fluids (not grease and oil) and waste water must be discharged into approved sanitary sewer systems only. When sanitary sewer access is not available, holding tanks must be used until such waste can be properly discharged at an acceptable sanitary sewer access point. Grease and oil must be deposited in approved recycling containers

Cardboard containers must be collapsed and stacked neatly and separated from trash.

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## **U**

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### **Utilities**

The New York State Fair shall provide water, sewer, and electric service. In the event of interruption of utility services under the control of the Fair, the Fair shall undertake to repair such interruption promptly and you waive any and all claims for compensation from any loss of revenue incurred by you as a result of such interruption. See also, ***Electrical, Gas***.

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## **V**

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### **Vehicles**

Cars, trucks, etc., are not allowed to drive on the New York State Fairgrounds once the Fair has officially opened for the day. Deliveries must be made prior to each day's opening and vehicles must be off the grounds by 9:30am. All traffic laws are to be strictly adhered to.

Vehicles are not allowed on the Fairgrounds until 11:00pm on Monday, September 5, 2016. The New York State Police and New York State Fair Security will enforce this policy.

For more information, see ***Move Out***

### **Violations**

Concessionaires and Exhibitors will be informed of any instance(s) of non-compliance with these General Terms and Conditions. A violation note will be made to your file. The most serious violations may result in not being invited to return to future New York State Fair's or an immediate order to cease operation and vacate the Fairgrounds.

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## **W**

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### **Water**

Per the State Sanitary Code, food service operations with potable water holding tanks, ice machines and other fixtures containing water or ice are required to dump all existing water and ice before connecting to the New York State Fairgrounds water supply system. You must do this when you enter Gate 7 for inspections

# CONTACT INFORMATION

## **New York State Fair**

581 State Fair Blvd. • Syracuse, New York 13209

315-487-7711 • Fax 315-487-9260

- Concessions & Exhibits • Ext. 1212
  - Licensing • Ext. 1223 or 1219
  - Maintenance • Ext. 1410
  - Public Relations • Ext. 1377
- Sales/Sponsorship • Ext. 1237 or 1239
  - Security • Ext. 1307

<http://nysfair.org>

## **New York State Department of Taxation & Finance**

333 East Washington Street • Syracuse, New York 13202

Nancy Flath • 315-728-2050

[www.licensecenter.ny.gov](http://www.licensecenter.ny.gov)

[www.tax.ny.gov](http://www.tax.ny.gov)

## **New York State Health Department**

217 South Salina Street • Syracuse, New York 13202

Main Office Number • 315-477-8100

Officer on Duty • 315-477-8500

[nysfairfoodpermits@health.state.ny.us](mailto:nysfairfoodpermits@health.state.ny.us)

[www.health.ny.gov](http://www.health.ny.gov)

## **New York State Department of Labor**

333 East Washington Street • Syracuse, New York 13202

Labor Standards

315-428-4057

Business Services • 450 South Salina St, Suite 302 • Syracuse, New York 13202

315-479-3362

UI Tax Services - Syracuse District • 451 S. Salina Street • Syracuse, New York 13202

315-479-3385

[www.labor.ny.gov](http://www.labor.ny.gov)

## **New York State Workers' Compensation Board & Disability**

935 James Street • Syracuse, New York 13203

James Doolittle • 315-423-1141 • [james.doolittle@wcb.ny.gov](mailto:james.doolittle@wcb.ny.gov)

[www.wcb.ny.gov](http://www.wcb.ny.gov)

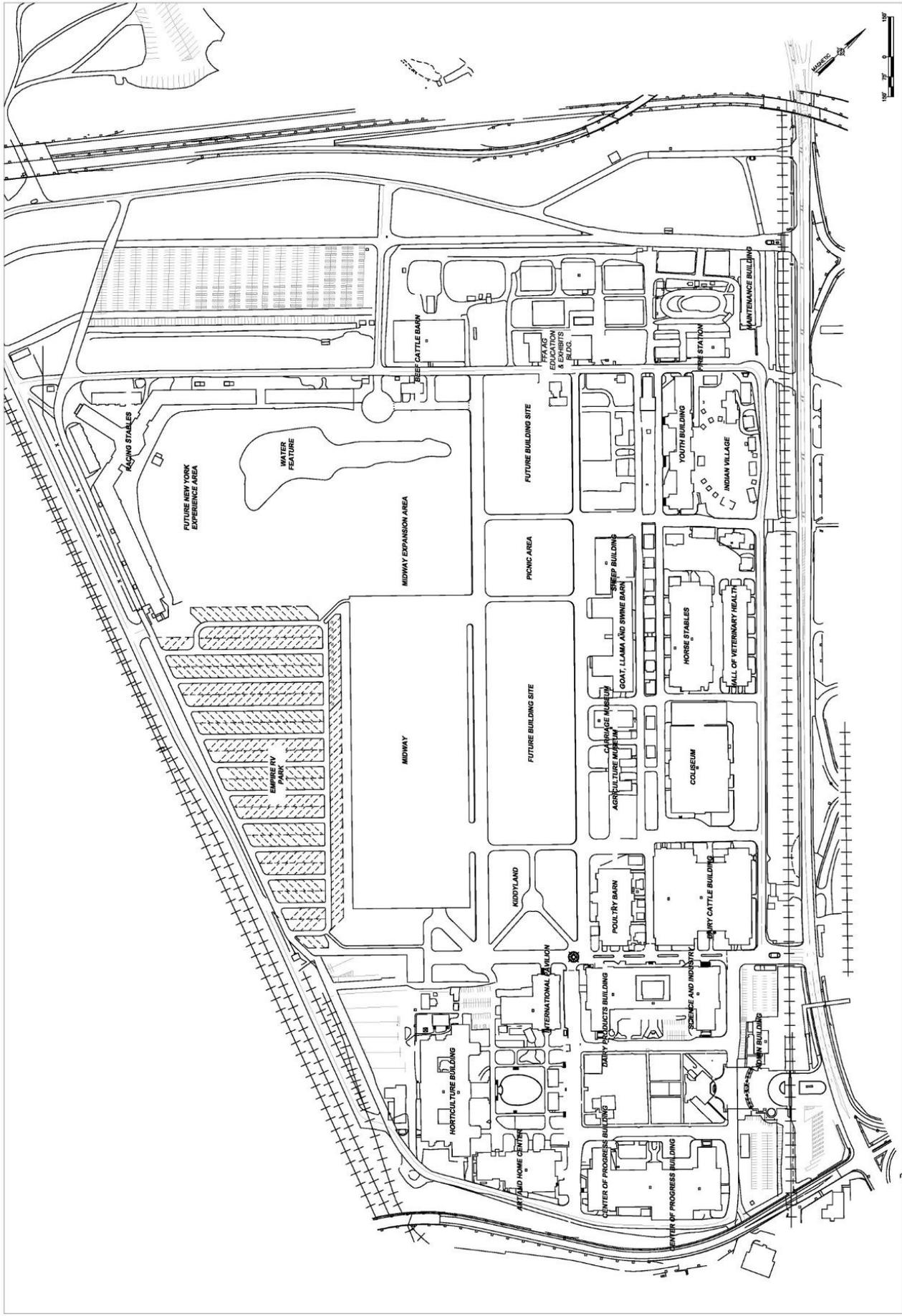
## **Official New York State Fair Decorating Company:**

### **Able Smith Tent & Party Rental**

5683 West Route 31 • Cicero, New York 13039

315-699-7368

[www.ablesmithtent.com](http://www.ablesmithtent.com)



# PARKING LOT MAP

