

**New York State Fair
2019 Concession & Exhibit
License Agreement Change Form**

Any requests for a change to your License Agreement must be requested on this form and submitted to the Concessions & Exhibits Office. There is a \$50.00 charge per change. Payment is due after change is approved.

Date: _____ **Vendor ID #:** _____ **Contract #:** _____

Legal Business Name (currently): _____

Request being made:

Name Change Only (Social Security or FEIN# are not changing):

New Legal Business Name: _____

(If requesting legal business name change you must submit proof of filing with Dept. of State or County Clerk's Office)

Name & FEIN# Change:

New Legal Business Name: _____

New FEIN#: _____

(If requesting legal business name & FEIN# change you must submit proof of filing with Dept. of State or County Clerk's Office)

Address Change:

New Address: _____

Address

City

State

Zip

Contact Change: (contract name, phone number, email, etc.)

Product Change:

Product change/addition: _____

Other:

Please list in detail: _____

Signature of authorized person requesting change: _____

Name of authorized person requesting change: _____

(please print)

Date: _____ **Contact phone number:** _____

Vendor ID #: _____

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For Office Use Only:

Approved Not Approved

Approved by: _____ Date: _____

Date Change was made in SFS: _____ (if applicable)

Date QB was updated: _____ (if applicable)

Date Etix was updated: _____ (if applicable)

Date License Agreement was revised: _____ Contract #: _____

New SFS Customer Number (if applicable): _____

Old SFS Customer Number (if applicable): _____

Number of changes made: _____ Amount to be billed: _____

Date invoiced: _____

Original copy should go to Licensing Office, once invoiced, for filing.