

**New York State Fair  
2020 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: \_\_\_\_\_

|                |             |              |            |
|----------------|-------------|--------------|------------|
| <b>Address</b> | <b>City</b> | <b>State</b> | <b>Zip</b> |
|----------------|-------------|--------------|------------|

**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.