



2012 NEW YORK STATE FAIR

August 23 – September 3, 2012

To: 2012 NYS FAIR CONCESSIONAIRES AND EXHIBITORS
From: GENEANNE KEEGAN-SMITH, CONCESSIONS AND EXHIBITS MANAGER
Subject: 2012 NYS FAIR EXHIBIT LICENSE AGREEMENT

Enclosed you will find your 2012 Exhibit License Agreement and all necessary attachments. Please review these documents carefully.

New for the 2012 NYS Fair:

***new** You're Exhibit License Agreement General Terms and Conditions Booklet will not be enclosed with your License Agreement. This booklet can be found on the following website: www.nysfair.org/concessions

Revised for the 2012 Fair, limitations have been implemented on the purchase of Concessionaire and Exhibitor admission credentials based on the square footage of a vendor's space (per License Agreement for each of your locations) as follows:

<u>Sq. Ft.</u>	<u>Number of Books</u>
0 – 199	8
200 – 299	10
300 – 399	12
400 – 499	14
500 – 999	16
Over 1,000	20

Once you have met your limitations, you are able to purchase admission tickets through the Advance Sale Ticket Program (\$6.00 each) or Daily Admission Tickets (\$10.00) at any gate.

Cancellations by Licensee

Should you find that you are unable to participate in the New York State Fair, a request for cancellation of your Exhibit License Agreement must be made in writing. Upon receipt of written notice before July 1, 2012, the New York State Fair may refund you the amount paid to date minus a \$50.00 administration fee. If you cancel the agreement after July 1, 2012 the total amount paid will be retained by the Fair as liquidated damage.

Below is a summary of the forms, payments and filings required as part of your 2012 Exhibit License Agreement.

FORMS (Due as stated on your Exhibit License Agreement)

- TWO (or THREE if applicable) copies of the Exhibit License Agreement (signed and notarized)
- TWO copies of any additional applicable agreements (signed)
(Media, Educational, Beer, Wholesaler etc.)
- ONE copy of the Appendix A
- ONE copy of the Business Entity Questionnaire (completed and notarized)
- ONE copy of the Summary of Dept. Policy re: SFL §139j&k (completed & signed)

PAYMENTS (Due as stated on your Exhibit License Agreement)

- All payments must be made with a cashier's check or money order (or cash, in person – DO NOT MAIL CASH PAYMENTS).
- A 50% deposit is required to be paid by the due date indicated in your Exhibit License Agreement. The due date for full payment is also reflected in your Exhibit License Agreement. All Agreements, attachments, addendums, insurance, etc., are required to be filed with the Concessions and Exhibits Office no later than the final payment due date indicated in your Exhibit License Agreement.
- Failure to make your first and/or second payment will result in an additional 10% penalty of the balance due and may cause your location to become available to other prospective Concessionaires and Exhibitors. No refunds will be made.

FILINGS (due with Exhibit License Agreement and/or second payment)

- **General Liability** (for details and requirements see *Insurance* (Supplement C) of the 2012 Exhibit License Agreement General Terms and Conditions booklet.
- **Product List with Prices** (for details see *Product Lists* (Supplement A) of the 2012 Exhibit License Agreement General Terms and Conditions booklet.
- **Sales Tax/Waiver** (for details and requirements see *Sales Tax* (Supplement B) of the 2012 Exhibit License Agreement General Terms and Conditions booklet.
- **Workers' Compensation/Waiver** (for details and requirements see *Workers' Compensation* (Supplement D) of the 2012 Exhibit License Agreement General Terms and Conditions booklet.
- **Disability Benefits/ Waiver** for details and requirements see *Disability Benefits* (Supplement E) of the 2012 Exhibit License Agreement General Terms and Conditions booklet.

Licensing Office

Regular hours of operation for the Licensing Office will be from 9 a.m. to 4 p.m. The office will be open from 9 a.m. to 5:30 p.m. starting Monday, Aug. 20, until Sept. 3, the final day of the Fair.

If you have any further questions, please reference the 2012 Exhibit License Agreement General Terms and Conditions booklet. Also, please feel free to contact our office at (315) 487-7711, extension 1212 or e-mail geneanne.k-smith@agriculture.ny.gov

Thank you for your cooperation. We look forward to your participation in the 2012 Great New York State Fair.