

2018 Empire State Fair
Application for Rental Space
May 11-20

Instructions

Thank you for your interest in participating in the 2018 Empire State Fair. Receipt of this application does not guarantee exhibit/concession space, and is valid for the 2018 Empire State Fair. **Please read thoroughly.** Incomplete applications will not be accepted. If you have any questions, contact our office at 516-408-1500.

1. All requested information below must be complete.
2. The list of products you plan to sell must be specific. Words such as "accessories", "food", or "drinks" are not acceptable.
3. All food vendors **MUST** also fill out the "Proposed Menu Form"
4. Applications **MUST** include a photo of how you plan to exhibit. Applications submitted without a photo will not be considered.

A Rental Agreement and invoice noting the amount due will be sent along with other pertinent information. If you're accepted, you will be required to read the "Vendor Concession Manual" on the website, as it is a substantive rider to the Rental Agreement. You will be given two weeks to return the executed contract, along with the required deposit.

Business Information

Business Name: _____ Owner Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____ Fax: _____

Contact name and Phone number: (if different from above) _____

Website _____ Email _____

Have you participated in this fair previously? Yes No If yes, list business name and year: _____

Do you require hotel accommodations? Yes No (Information will be sent if application is approved)

Federal Tax ID Number: _____ New York Sales Tax Number: _____

Employee ID Badges

Photo ID badges are required by ALL employees to gain access to the grounds during the fair. The laminated ID card will entitle the bearer to daily admission to the Fairgrounds at the Employee gate. The cost of this badge is \$30 per person. You will be provided with a voucher for each ID during check-in, which should be redeemed at the ID window during ID times. Additional vouchers can be purchased at the fair office during the fair. Each employee and business owner must have their own ID.

Number of employees you anticipate to be working for your business: _____ (include each employee and owner).

If you are a returning vendor from last year, please include all returning employee names on separate sheet.

Parking Permits

A **General Parking Pass** allows vendor or concessionaire to park in the general lot for the duration of the Fair.

Number of **General Parking Passes** requested (\$10.00 each) _____

References (Only to be completed by new vendors)

List two recent fairs or shows that you have participated in. Include contact person and phone number

Event _____ Contact _____ Phone _____

Event _____ Contact _____ Phone _____

Concessions

Footage must include all awnings, overhangs, trailer hitches, tent stakes, etc. Attach additional sheet, if needed. "Line-Up" locations indicate a placement along perimeter of midway, with fair attendee access along one side. "Center" locations indicate a placement along the center of the midway, with fair attendee access along front and back.

| Concession (Direct Sale, Food, or Game) | Tent | Trailer | Lineup Footage | Center Long Size | Center Short Side | Electrical Requirements | | |
|--|------|---------|-------------------|---------------------|----------------------|-------------------------|------|-----------|
| | | | | | | 110V | 220V | # of Amps |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Stock Trucks

| Inside Fairgrounds (List Each Separately) | Trailer Park (List Each Separately) | Ice Machine | Electrical Requirements | | | |
|--|--|-------------|-------------------------|------|------|-----------|
| | | How Many | No Electric | 110V | 220V | # of Amps |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

House Trailers and Bunk Houses

| Vehicle # | Type (Trailer or Bunk) | Length | Width (Including Pullouts) | Electrical Requirements | | |
|-----------|---------------------------|--------|-------------------------------|-------------------------|------|------|
| | | | | 110V | 220V | Amps |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

Proposed Menu and Prices:

Menu items are subject to approval. Rental Agreements are issued, based on the approved menu items only. If multiple locations are proposed, a separate "Proposed Menu and Price List" must be submitted for each location. Your application cannot be processed without this information.

Empire State Fair is a Coca-Cola event. All beverages must be purchased on-site from the Fair Office.

Water is to be sold for no less than \$2.00 per bottle.

Stand Name: _____

FOOD ITEM:

PRICE:

FOOD ITEM:

PRICE:

DRINK ITEM:

PRICE:

DRINK ITEM:

PRICE:
