

# NEW YORK STATE FAIRGROUNDS PRE-EVENT CHECKLIST

REVISED 05.28.24 / For Events 4/1/2024 - 3/31/2025

**PLEASE RETURN VIA EMAIL TO THE EVENTS OFFICE 30 DAYS PRIOR TO YOUR EVENT**

*A meeting will be required with the Events Department to review the checklist and finalize details regarding your event.*

**Events Office: (315) 728-4337 ▪ nysfairevents@agriculture.ny.gov**

- 1) All events will be charged for parking attendants if they are deemed necessary by the Fair's security manager. This is necessary to prevent parking/traffic issues as well as ensure pedestrian safety on the grounds. The number needed will be based on the size of the show and number of events occurring on the fairgrounds. An estimate may be provided upon request.
- 2) A full vendor list and floor plan must be included with your pre-event checklist 30 days prior to your show. All fire and safety codes must be followed. A list of booths needing power, type of cord, and items to plug in must be listed.
- 3) A Security Plan must be included if requested by the State Fair Security Manager.
- 4) If you expect more than 5,000 people at your event at any one time, you need to file a Part 18 with New York State Department of Health. Link is: <https://www.health.ny.gov/professionals/ems/part18.htm>
- 5) If drones will be used at your event, you must submit the drone application - <https://nysfairgrounds.ny.gov/host-your-event>
- 6) Shuttle services will only be offered based on a review by fair management and will be based on crowd size and the number of events occurring on the grounds. The shuttle service will be charged the "Shuttle Bus with Driver" rate listed on the current rate sheet. This cost is passed on to the promoter and is listed on your additional billing. You will be sent an estimate prior to the start of your event for planning purposes. You may obtain your own shuttle services at your own expense.

<b>Event Name:</b>		
<b>Name of Primary Contact:</b>		
<b>Phone # (for public use):</b>		
<b>Event Location(s):</b>		
<b>Event Contract Date(s):</b>		
<b>Move-In Date(s) &amp; Time(s)</b>		
<b>Move-Out Date(s) &amp; Time(s)</b>		
<b>Event Open to public:</b>		
<b>Date &amp; Time</b>		
<b>Date &amp; Time</b>		
<b>Date &amp; Time</b>		
<b>Date &amp; Time</b>		
<b>Name of Decor Company:</b>		
<b>Date &amp; Time Set-Up:</b>		
<b>Date &amp; Time Tear-Down:</b>		

**FLOOR PLAN:** Must include the following, be submitted with the Pre-Event Checklist and must be approved.

- Layout of Event: including Booths, Public Entrances, Exhibitor Entrances, Exits and Walkways. The attached map(s) should be used to provide the layout of your event: [NYSF Venues](#)
- Full vendor and product list must be submitted with layout
- Electrical-General: the number of items requiring power must be listed per area.
- Electrical-208V Hook-Ups: additional charges will apply.
- According to NYS Fire & Building Code, all exit signs must be visible and the exit path clearly identified.
- Stall Layout: must be submitted if under 200 stalls.
- Tents: Layout must include size of tents. Tents cannot be staked and must comply with all federal, state, and local regulations.

**Emergency Contact Information:**

**Please provide information for the person(s) that will be available 24/7 during your event.**

\*This information will only be used by NYS Fair Security and its Emergency Management Coordinator in the event of an emergency and will not be released to the public.

<b>Name:</b>		
<b>Cell Phone:</b>		
<b>Email:</b>		

**ADDITIONAL CHARGES**  
**\*rates subject to change\***  
**(Please list the quantity needed for each item)**

Item	Rate	Quantity Requested
<b>OUTSIDE SPACE</b>		
Bulk Outside Space & Parking Lots	\$0.02 per sq foot / per day	
<b>AUDIO</b>		
Background Music	\$87.00 per event	
Direct Input Interface with Hook-Up	\$62.00 per event	
Small Mixing Board	\$31.00 per event	
Agriculture Building Sound Systems / 4-H Building Systems / Race Arena System	\$31.00 per day	
Commercial Building/ Chevy Court/ Coliseum/ Empire Theater/ Expo Center/ Talent Showcase Sound System	\$231.00 per day	
Parallel Hook-up of Buildings (one-way)	\$31.00 per building / per event	
Parallel Hook-up of Buildings (two-way)	\$57.00 per building / per event	
Portable 1 microphone / 1 speaker system	\$114.00 per event	
Microphone with Stand	\$36.00 per event	
Wireless Mic	\$88.00 per event	
<b>Marquee Advertising-Click Marquee Rates at:</b> <a href="https://nysfairgrounds.ny.gov/host-your-event">https://nysfairgrounds.ny.gov/host-your-event</a>	*See separate sheet	
<b>INTERNET SERVICE – WIRED HOOK UP **If contracting with State Fair**</b>		
Currently available in Center of Progress, Coliseum, Exposition Center, and Science & Industry Building		
Internet Wired Hookup	\$82.00 per vendor / per show	
Internet Wired Hookup (3+ connections)	\$226.00 per vendor / per event	
<b>INTERNET SERVICE – WIFI **If contracting with State Fair**</b>		
Currently available in the Art & Home, Beef Barn, Center of Progress, Coliseum, Exhibit Center, Exposition Center, Horticulture Building, Poultry Building, Science & Industry Building, Chevy Court and Talent Showcase		
Wi-Fi Access (secure 20 Mbit access - up to 4 codes) <b>This can not be used for credit card sales</b>	\$103.00 per vendor / per show (1 - 4 codes)	
Wi-Fi Access (secure 5 Mbit access)	\$309.00 per show building	
<b>TV EVENT/NETWORK STREAMING SERVICES</b>		
Per 4-hour stream	\$62.00 per 4-hour stream	
<b>EXPO CENTER - Video Graphics Control Room</b>		
Available with Pro Studio Software, 4 PTZ Cameras, Switcher, Inputs, and Video Streaming Outputs	\$206.00 per show / per week	
<b>EXPO CENTER - Jumbotron</b>		
*Must provide 1 memory stick that is formatted for MPEG=4. *Need 1 stick per TV (have 11 TV's).	\$335.00 per show / per week	
<b>ELECTRICAL – Details / location(s) must be provided with floor plan</b>		
<b>Provide the total number of items that will be plugged in / require power.</b>	Fee for these services will be listed as electrician labor hours.	
208V Electrical Hook-up	\$87.00 per hook-up	
<b>EQUIPMENT</b>		
Picnic Tables	\$10.30 each / per day	
Benches	\$10.30 each / per day	
Barricades	\$10.30 each / per week	
Traffic Cones	\$3.00 each / per day	
Portable Stage: Fully Open Length=28' / Height=20' 10" / Width=14' 6"	\$736.00 each / per week	
Bleachers 30 seats per set	\$186.00 per set / per week	
Ticket Booth	\$124.00 each / per week	
<b>EQUIPMENT - With either Fairgrounds operator or Approved operator with OSHA certification &amp; Insurance</b>	<b>Normal staff hours: Mon-Fri, 7:00am – 3:00pm</b>	<b>Please list hours needed &amp; if staff needed or provided</b>
Pay Loader or Sweeper Truck	\$92.00 per hour	
Overtime	\$109.00 per hour	
Holiday	\$129.00 per hour	
Forklift / JLG Lift / Scissor Lift	\$87.00 per hour	
Overtime	\$97.00 per hour	
Holiday	\$114.00 per hour	

SKILLED LABOR		Normal staff hours: Mon-Fri, 7:00am – 3:00pm	Please list hours staff needed
Audio Technician / Electrician / Plumber		\$72.00 per hour	
	Overtime	\$87.00 per hour (4-hour min)	
	Holiday	\$114.00 per hour (4-hour min)	
EVENT ATTENDANT			
	Regular	\$30.45 per hour	
	Overtime	\$47.00 per hour (4-hour min)	
	Holiday	\$57.00 per hour (4-hour min)	

SHUTTLE BUS		
Shuttle Bus *Need will be determined by State Fair Management	\$127.00 per hour / per person	

PARKING ATTENDANTS		
Parking Attendants *To be determined by State Fair Management (Estimate may be provided upon request)	\$30.45 per hour / per person	
	Overtime	\$47.00 per hour / per person
	Holiday	\$57.00 per hour / per person

**ICE & ICE CHESTS- These items must be ordered in advance through the Fair's approved ice vendor, W.E. Salle Brown Carbonic. Phone number (315)-454-3591. Check all that apply:**

- Event and Vendors will not need ice services
- The Event/Show will order ice for its own operations
- The Show will order and pay for ice on behalf of any vendors who require ice
- Vendors at the event are responsible for ordering and paying for their own ice

**FOOD, BEVERAGE, AND CATERING**

Event/shows must choose an alcohol, temporary food/beverage vendor, or caterer off the NYS Fair's Preferred Vendor List. Please note that the Center of Progress and Expo (1st floor) have dedicated vendors for temporary food/beverage. Check the boxes below that apply to your event and which vendors you are contracting with from the list. If you will have food, beverage, or catering in more than 1 building, please list them by building or outdoor space area. Use an additional sheet if necessary

Alcohol Providers \_\_\_\_\_

Temporary Food-Concession/snack/beverage vendor(s)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Check here if you have more than 3 vendors selling food/beverage items and provide a list on additional sheet

Caterer (food/beverage service using set menu for pre-determined number of patrons and charged a lump sum fee)

\_\_\_\_\_

Our event/show would like to use a vendor that is not on the preferred vendor list. The Fair must receive the vendor request at least 60 days prior to the event.

Vendor is: \_\_\_\_\_

**SPECIAL PROVISIONS** (Please list / describe any special needs)

<b>HORSE SHOWS - COLISEUM</b>		
Day Schooling: 7am - 11pm	\$320.00 per day	
Overnight Schooling: 11pm – 7am	\$144.00 per day	
Late Show Hours:11pm – 7am	\$604.00 per hour	
<b>HORSE SHOW BOX STALLS</b>		
1 to 4 Days	\$40.00 per calendar week	
5+ Days	\$50.00 per calendar week	
Temporary Box Stalls	\$40.00 per calendar week	
<b>AG EVENTS</b>		
All Agriculture Events (other than Horse Shows) responsible for cleaning pens/stalls/cages and removing litter from buildings.		
<b>RVs / CAMPERS</b>		
RV Camping Spots – Show Related	\$36.00 per day	

Additional charges to be billed in separate invoice approximately ten (10) days after the final move-out date of the event.

**\*\*NOTE: Any lost or damaged equipment will be billed to the Show Promoter at FULL replacement value.\*\***