

APPENDIX E

New York State Department of Agriculture & Markets Division of State Fair

Fact Sheet

Contract Title:	Temporary Food, Beverage, & Catering Service
Dates of service for this application:	4/1/2026 – 3/31/2027
Contractor Reporting Posting Dates:	1/28/2026 - Ongoing
Proposal Due Date:	Ongoing (Applications accepted through 3/1/2027)

The New York State Department of Agriculture and Markets, Division of the New York State Fair (the “Department” or the “Fair”) is accepting applications from food and/or beverage service vendors to provide one or more of the temporary service options below:

- 1) Temporary catering service for non-fair shows or events held throughout the year on the New York State Fairgrounds (Town of Geddes, Onondaga County, Syracuse, New York) where there is no contracted permanent food and beverage vendor. Vendors must indicate on their application whether they will provide:
 - a. food, non-alcoholic beverage, and alcoholic beverage service or
 - b. food and non-alcoholic beverage service only
- 2) Temporary concession service for non-fair shows or events held throughout the year on the New York State Fairgrounds (Town of Geddes, Onondaga County, Syracuse, New York) where there is no contracted permanent food and beverage vendor. Vendors must indicate on their application whether they will provide:
 - a. food, non-alcoholic beverage, and alcoholic beverage service or
 - b. food and non-alcoholic beverage service only or
 - c. alcoholic beverage service only
- 3) Temporary catering service for special events held in the Exposition Center or other venues as required during the 2026 Great New York State Fair held on the New York State Fairgrounds (Town of Geddes, Onondaga County, Syracuse, New York). Vendors must indicate on their application whether they will provide:
 - a. food, non-alcoholic beverage, and alcoholic beverage service or
 - b. food and non-alcoholic beverage service only

Temporary catering service is defined as food, non-alcoholic beverages and/or alcoholic beverages (beer, wine, cider, and spirits) provided for a pre-determined number of patrons that includes a limited, pre-determined menu and a lump sum fee charged to the contracted event promoter/organizer. Temporary concessions service is defined as individual customers purchasing food, non-alcoholic beverages, and/or alcoholic beverages from a menu with listed prices and payment is collected from the customer at the point of sale.

The following facilities on the Fairgrounds currently have contracted permanent food and beverage vendors and are not covered by this contract: the Exposition Center main floor concessions only, and the Center of Progress Building. This contract is also not applicable to the annual Syracuse Nationals event held at the New York State Fairgrounds. Catering services in the Empire Room will only be permitted during the period of 4/1/2026 through 6/30/2026 and 9/8/2026 through 3/31/2027. A separate solicitation will be issued for catering services in the Empire Room for the period 7/1/2026 through 9/7/2026.

Temporary Food, Beverage, & Catering Service:

The Fair will maintain a list of licensed vendors authorized to provide the temporary service options listed above (“Approved List”). Any non-fair event promoter/organizer or fair-time special event organizer who requires one of the temporary service options listed above may only use one or more vendors chosen from the Approved List to provide those services.

Each vendor on the Approved List must sign a contract with the Department and provide the requisite proof of insurance, as indicated in Appendix D of the sample agreement, a copy of which is attached for reference. Vendors on the Approved List must also pay the Department twelve (12%) percent of the gross revenue, less New York State and Onondaga County sales taxes, from the sale of all food and alcoholic/non-alcoholic beverages.

When an event promoter/organizer chooses a vendor(s) from the Approved List, the selected vendor(s) must submit a form with supporting documentation to the Department identifying the service(s) provided for the show/event and the location where service(s) will be provided. After the show/event, the selected vendor(s) from the Approved List must submit a form with supporting sales documentation to the Department. The Department will verify the sales data and invoice the vendor accordingly for the percentage payment due.

Submit Your Application:

Applications must be sent to:

NYS Dept. of Agriculture & Markets

581 State Fair Blvd., Syracuse, NY 13209

Email: sfcontracts@agriculture.ny.gov

Term:

The Agreement will commence on 4/1/2026, or such later date when a vendor's application is approved, and the vendor returns an executed Agreement along with required proof of insurance. The Agreement will end on March 31, 2027.

Department's Reservation of Rights:

The Department reserves the right to:

- reject any or all applications;
- decline to award a contract;
- require clarification from any Applicant to ensure a full understanding of the requirements in this application;
- waive or modify minor irregularities in applications received;
- request from Applicant additional information deemed necessary to more fully evaluate its application. Applicant will have (3) business days to respond to the request or may be disqualified;
- amend this application after its release, with appropriate notice;
- negotiate with any or all Applicants within the application requirements, in the best interests of New York State.

Insurance:

Contractor shall procure and maintain insurance in accordance with Appendix D of the Agreement (attached for reference).

Summary of Department's Policy Regarding State Finance Law Sections 139-J & 139-K:

Pursuant to State Finance Law Sections 139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between the Department of Agriculture and Markets and an offeror/bidder during the procurement process. An offeror/bidder/applicant is restricted from making contacts from the earliest notice of intent to solicit bids/proposals/applications through final award and approval of the Procurement Contract by the Department, and, if applicable, Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law Section 139-j(3)(a). Designated staff, as of the date hereof, are identified in this solicitation. Department employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the offeror/bidder/applicant pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four-year period, the offeror/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found in the Department's Guidelines and on the Office of General Services Website at <https://ogs.ny.gov/acpl>.

The Department has designated the following staff member(s) to receive contacts pertaining to this application:

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