

New York State *Fairgrounds*

The New York State Fairgrounds User Guide

5.10.22

Welcome

Every event is different, so policies, rules and regulations simply cannot cover every scenario. If there is a situation that is not covered in the guide, The New York State Fair reserves the right to determine the necessary considerations on an as needed basis. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all visitors.

Additional Charges

Your rental includes trash removal, cleanup, heat, lights.

All additional items will be requested as part of the Pre-Event Checklist and will be at an additional charge.

There are several types of additional charges including, but not limited to, parking attendants, additional labor hours, equipment and outside space (if used). Additional charges will be invoiced no later than ten (10) days after the final move-out day of the event and payment is due upon receipt but no later than ten (10) days from invoice date or late charges may be assessed.

Alcohol

For public events at which alcohol is being served, an initial security plan may be requested you're your application and a detailed security plan must be submitted no later than thirty (30) days prior to the first move-in date of your event. The plan must be approved by Empire Expo Center/New York State Fair Management.

The Licensee represents that as a seller of alcoholic beverages from the facilities covered by the License, the Licensee has established a program dealing with the sale of alcoholic beverages and has instructed and trained its employees to implement that program to prevent the inappropriate sale and serving of alcoholic beverages. The Licensee's program complies with the provisions of the Alcoholic Beverage Control Law of the State of New York.

All alcoholic sales must be listed in the application. A percentage of all alcoholic sales will be paid to the Department.

In the Center of Progress, Expo Center the Department has contracted vendors who will provide these sales. In all other locations the vendor will need to apply with the Department for an agreement detailing the rules and percentages to be paid.

ATMs

The New York State Fair has an exclusive ATM service provider. No other ATMs are allowed at any non-fair event. ATMs are available in all major buildings. Contact the Events Office for additional information.

Audio Service

All building rentals include a public address "all call" system with one office push to talk microphone, also known as a house paging system. Supplemental audio equipment can be rented for an additional charge. Any lost or damaged equipment will be billed to you at full replacement value. This equipment will be requested as part of the Pre-Event Checklist.

Building Hours

Normal building hours are from 6:00 am to 11:00 pm. No persons are allowed in the building after the closing of the event except security personnel.

Customer Complaints/Returns

The State expects all Licensees to be professional and reasonable when dealing with customer complaints and returns. It is your obligation to resolve complaints and returns. Customer complaints that are brought to the attention of Fair Management will be documented and kept in your file.

Damages

The Licensee shall be responsible for all damage, loss and injury to persons and property due to the activities of the Licensee, its agents, and employees. The Licensee shall defend, indemnify, and hold harmless the State of New York Department of Agriculture and Markets and each of their respective officers and employees from all claims, demands, damages, expenses, liabilities and obligations for damages, loss or injury to person and property arising out of your operation of this License. This indemnification obligation shall not be limited by reason of any insurance coverage provided. The State Fair Management must be notified, and a report must be generated, for any damages that occur during your Event.

Decorations

Decorations and displays shall not block or impede access to fire protection equipment, exit ways or exit doors. The use of nails, staples, tape, or any similar substance is not permitted on building walls and/or doors. Signs will be allowed only if they are attached to backdrops. The use of chalk for marking the floors is permitted. No helium balloons are allowed in buildings.

Drawings / Raffles / Games of Chance / Prizes

If you intend to hold a drawing or a raffle, operate a game of chance or award any prize from your exhibit space, carefully read and ensure you meet the provisions of New York law and regulations, summarized below. It is your obligation to obtain a complete copy of, and to comply with, the law and regulations. If you do not, your permission to operate a drawing, raffle, game of chance or award prizes will be withdrawn, and you may be liable for civil and criminal penalties.

The Division of the State Fair retains the right, in its sole discretion to: (i) grant permission to you for you to hold a drawing or raffle, operate a game of chance or award prizes from your exhibit space, and (ii) to rescind that permission at any time for any reason or for no reason.

A. If you are going to Use Games of Chance in Selling Commodities:

For example, a drawing where there is no requirement that an entrant pay a fee to enter, you have to fill out an application available from the New York Secretary of State, www.dos.state.ny.us, file it, pay a fee and comply with the requirements of General Business Law §369-e.

A copy of your application to the Secretary of State, stamped to show the date and time of filing, must be provided with your Exhibit License Application.

B. If you are going to Offer a Prize as Part of a Prize Award Scheme:

For example, where a person is told they have won, or may win a prize, if the person does something, e.g. travel to a location, listen to a sales presentation, you must comply with General Business Law §369-ee which requires that you make specific disclosures and provide specified notice to “winners” of prizes.

A complete description of your intended activity, and the required disclosures and notices, must be provided with your Exhibit License Application.

C. If you are going to Operate a Game of Chance:

If you charge a person to participate, you must be an authorized organization, that is a *bona fide* religious or charitable organization, an educational, service or fraternal organization, a veterans or volunteer fireman organization AND you can only operate a “merchandise wheel”, “raffle”, “bell jars”, “coin boards”, “seal cards” and “merchandise boards”.

You must comply with Article 9-A of the General Municipal Law which requires, in part, that you file an application with, and receive the approval of, the local municipality. Contact the Town at Geddes at 315-468-3600 or www.townofgeddes.com. You must also follow the rules of the New York State Gaming Commission which you can find on the Commission’s website www.gaming.ny.gov.

Electrical Use

New York State Fair personnel shall perform all electrical installations. Detail your event electric needs on your Pre-Event Checklist and your Floor Plan which are due thirty (30) days prior to the first move-in date of your event. Any electric needs other than standard wall power need to be clearly shown, including the location and quantity of 208V hook-ups needed. New York State Fair personnel use this data to plan distribution and workloads. An additional charge will be assessed for each 208V hook-up. Detailed information of electric needs must be provided with the Pre-Event Checklist or additional charges may apply.

NYS Permit for a Public Gathering (Part 18)

Events that are expecting attendance to be at or above 5,000 at any one time will be required to obtain a NYS Department of Health Part 18 permit PRIOR to the event. Further guidance and information can be obtained through the New York State Department of Health Syracuse Regional Office.

Emergencies

In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator:

- a. Location of the emergency (include building name); the address of the Fairgrounds is: 581 State Fair Boulevard, Syracuse NY 13209. Your event is in (provide specific building name to dispatcher)
- b. Nature of the emergency; and the approximate age and sex of the victim
- c. Contact person with callback number

Once 911 is notified, your next call will be to State Fair Security at 315-728-4399 or by utilizing the New York State Fair Two-way radio and advise them that 911 has been called. Security staff carry AED units, Stop the Bleed kits and first aid kits that are always available.

Fire Safety

The following are the New York State Fair minimum fire safety requirements. They shall be applied to all shows (trade, commercial or otherwise), and shall apply whether the exhibit space is open or closed to the public.

1. Licensees/Events must adhere to all other fire safety laws, regulations and codes that have been duly adopted.
2. The display and operation of any cooking or heat-producing appliances or pyrotechnics, use or storage of flammable liquids, compressed gases or any other process deemed hazardous by the New York State Fair and/or the Office of Fire Prevention and Control, must have advance approval by the New York State Fair and/or the Office of Fire Prevention and Control.

3. No inflammable liquids, gases, explosives, or other dangerous substances will be permitted in any of the buildings.
4. All food concessionaires must have a 5lb. minimum ABC & K fire extinguisher at each location.
5. Aisles and exit doors shall be maintained free of all obstructions and unlocked for immediate use in the event of an emergency.
6. Any motor vehicles, gasoline-powered equipment, tools, etc., on display must have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps must have the gas caps sealed with tape. All such fuel tanks shall be less than $\frac{1}{4}$ full.
7. Vehicles cannot be parked in buildings unless specific pre-approval is granted.
8. Decorations and displays shall not block or impede access to fire protection equipment (sprinklers, exit markings, exit doors or emergency lighting equipment).
Decorations shall be fire retardant. Decoration companies must be prepared to provide certificates of flame spread on all decorations. Items that are not properly fire retardant shall be removed.
Signs designating exits and the direction of travel to exits, approved by the New York State Fair and/or the Office of Fire Prevention and Control, must be provided by the opening of the show.
9. Additional fire extinguishers may be required at the discretion of the New York State Fair and/or the Office of Fire Prevention and Control.
10. All electrical devices and installations must be in accordance with the applicable provisions of the National Electric Code. All devices must be listed by Underwriters Laboratories.
11. All electrical extension cords used shall be of the heavy-duty type. Lightweight cords (lamp cord variety) are prohibited and subject to confiscation.
12. All booths and displays shall be open (i.e., no covered tops) unless prior approval by the New York State Fair and/or the Office of Fire Prevention and Control has been granted.
13. All materials, booth installations (including tents) must comply with all codes and regulations established by New York State.
14. All Propane and compressed gas tanks shall be secured by rope or chain at a distance of at least five (5) feet from any cooking device.

Each Concessionaire and Exhibitor will be responsible for making key personnel aware of and familiar with the facility's emergency and fire safety procedures.

Fireworks

"Fireworks" shall mean and include any combustible or explosive composition, or any substance or combination of substances, or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation, and shall include blank cartridges, toy pistols, toy cannons, toy canes, or toy guns in which explosives are used, the type of balloons which require fire underneath to propel the same, firecrackers, torpedoes, skyrockets, roman candles, day glow bombs, sparklers, or other devices of like construction and any device containing any explosive substance. The term "fireworks" shall not include auto flares, paper caps containing not in excess of an average 25 hundredths of a grain of explosive content per cap, and toy pistols, toy canes, toy guns, or other devices for use of such caps, the sale and use of which shall be permitted at all times.

The manufacture of fireworks is prohibited within the Fairgrounds. Except as herein-after provided, it shall be unlawful for any person to store, to offer for sale, expose for sale, sell at retail, or use to explode any fireworks; provided that upon review and review by the New York State fair and the Office of Fire Prevention and Control, the Town of Geddes, New York shall have the power to grant permits for supervised public displays of fireworks.

Fireworks must be cleaned up by either the promoter or the fireworks company by noon the next morning or be subject to a cleanup charge.

Floor Plan

The Floor Plan for all events must be submitted for approval by the Events Office no later than thirty (30) days prior to the first move-in date of your event. Any modifications to the Floor Plan must be communicated to the Events Office. Floor Plan details should include all electric needs, additional items, and equipment necessary and a detailed layout of the event, including tables, booths, where admission will be collected, etc.

Food & Beverage

The New York State Fair retains the exclusive right to provide for food and beverage for all non-fair events. The Fair may operate, or provide for the operation of, permanent and temporary concession restaurants in its year-round show facilities. In addition, the Fair may operate, or provide for the operation of, temporary or seasonal food and beverage concession locations including outside mobile food and beverage concessions.

The Fair has approved food vendors in both the Center of Progress Building and the EXPO Center. This information will be shared after your application has been reviewed for coordination with the vendor.

The sale, sampling or distribution of any food or beverage product at any non-fair event must be approved by the Fair, in writing, prior to the event. Certain situations may also require approval from the Onondaga County Health Department.

Food Trucks

Food trucks must be placed in approved locations by State Fair Management and are only allowed in outside locations.

Gas

An eleven (11) ounce propane/gas cylinder is the maximum size allowed for indoor booth displays. Any cylinder larger than eleven (11) ounces must be located outdoors and properly secured. The display and operation of any cooking or heat producing appliances or pyrotechnics, use or storage of flammable liquids, compressed gases, or any other item or process deemed hazardous by the Fire & Safety Inspector, must have advance approval from New York State Fair Management.

Hazardous Materials

No hazardous materials shall be allowed without prior written approval of the State. All events shall be subject to inspection by the Fire & Safety Inspector and must meet NYS Uniform Building Code. Violations of fire and safety regulations will be reported to the Events Manager and the Licensee for correction. The State reserves the right to cancel any event or Rental Agreement that, in the opinion of the State, is unsafe and a threat to public safety.

Horse/Agricultural Shows

A. Barn Layout/Floor Plan

An approximate barn layout/stall count, using as few aisles as possible, must be approved by the Events Manager prior to the opening of the show. Any changes or additions must be approved by the New York State Fair/Empire Expo Center. For any stalls located outside of the approved barn

layout/Floor Plan, a \$100 per stall penalty will be charged and due at the end of the show, along with all other charges. Any show using less than 240 box stalls will be required to use one barn.

B. Cleanup

Barn aisles are to be kept clean. Cleaning of the barn aisles is the responsibility of the Licensee. A charge will be assessed for cleaning up litter left by exhibitors, and for clean-up of litter resulting from sweeping or forking out truck or trailer beds onto streets or parking areas.

C. Health/Medical

Certificates must be available to the Onondaga County Health Department upon request for a period of 6 months after the show.

D. Medical Waste Disposal

All sharp needles, blades, bloodied bandages, and similar medical waste is to be disposed of in the medical waste boxes erected for that purpose.

E. Jumping Equipment

All jump and trail equipment must be secured from private sources.

F. Locations

Horses and large animals are not allowed on grass areas. They must be exercised in a designated ring(s) only.

G. Manure

Manure is to be placed in designated areas **ONLY**. Manure should **NEVER** be placed on the grass.

H. Payments

Full payment for the Facility Rental invoice shall be paid no later than the last day of the event. The final billing invoice must be paid following the general additional billing guidelines.

I. Shavings

No shavings or other materials are to be added to the Coliseum rings.

J. Stall Counts

The Licensee will be notified of the time that the stall count will take place, and they may send a representative when the count is taken. The count will include all stalls used or dirtied. The Licensee will be charged two stall counts. The first stall count will be on either Wednesday or Thursday, depending on the dates of the show. The second stall count will be on either Saturday or Sunday, depending on the dates of the show. The first stall count will be subtracted from the second count to obtain the second stall count.

K. Washing

Washing is to take place on the wash racks **ONLY**.

Ice

The New York State Fair has a preferred vendor for the purchase of all ice for the fairgrounds. Please contact the preferred vendor listed in the "Fairgrounds Ice Services" section of our website at <https://nysfairgrounds.ny.gov/event-related-services> to place your ice services order.

Internet Connections

If you require an Internet connection, please review available service providers in the “Fairgrounds Internet and Wi-Fi Information” section of our website at <https://nysfairgrounds.ny.gov/event-related-services>.

The State Fair can also provide Internet and Wi-Fi in several of its buildings. The State Fair can provide Internet Wired Hook-Up in the following locations: Center of Progress, Coliseum and the Expo Building, Science & Industry. The State Fair can also provide Wi-Fi in the following locations: Center of Progress, Coliseum, Expo Building, Art & Home, Dairy Cattle and Horticulture, Science & Industry. Please note your internet needs on your Pre-Event Checklist which is due thirty (30) days prior to the first move-in date of your event if you want to contract with the Fair for internet in these buildings. This internet can be provided at an additional charge and must be requested on your Pre-Event Checklist.

The New York State Fair does have wireless internet available in several locations for public use. The New York State Fair Wireless Internet Network is an unsecure network and should not be used to process financial or confidential information. If the intent of using the internet is to process credit card or other financial, business, or personal information, a secure network should be used. We would recommend using a hardwired internet connection which is available at the NYS Fair through internet service providers or through the Fair directly for the buildings listed above.

Disclaimer of Liability

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Lodging

The New York State Fair has partnered with several local hotels if you require accommodations. Please check the “Hotel Partners” page on our website at <https://nysfair.ny.gov/your-visit/plan-your-trip/hotels/>.

Move-In and Move-Out

Unless different times are approved, you must move-in and out during normal building hours which are from 6:00 am to 11:00 pm.

All equipment must be removed from the grounds by 11:00 pm on the last move-out day stated in the Agreement, or the equipment will be subject to removal by the Licensor at the Licensee's expense.

Parking

The Licensee is responsible for the cost associated with ensuring adequate fairground parking and traffic control personnel are assigned to their event. The number of parking and traffic control personnel required will be determined by the New York State Fair management, and an additional charge will be assessed to the Licensee. This charge will be listed on your additional billing invoice (see the Additional Charges section). Placement of such personnel shall also be determined by the New York State Fair management.

If paid parking is being charged as part of your event, the Department will be paid a percentage of these sales. The rates to be paid are the posted published rates.

A. Automobiles

Automobiles will be parked in designated locations only. Parked automobiles shall not limit the effectiveness of vehicle or pedestrian access. Parking on any grass surface is prohibited.

B. Large trailers and trucks

Large trailers and trucks will be parked in the Midway Lot, or in an area specifically designated by New York State Fair management.

C. Campers and RVs

Campers and RVs will be parked in areas designated for that purpose only. A map showing the designated areas will be provided to the Licensee prior to the beginning of the show date.

Permits

The Licensee shall obtain, at the Licensee's own cost, all permits (to include a mass gathering permit if applicable), licenses, and other approvals from federal, state and local authorities necessary for operation under this License.

Pets

Pets or animals of any kind, except those involved in exhibitions or demonstrations or those used as licensed service animals, are not allowed in exhibition areas of the Fairgrounds.

Postal Service

The closest United States Post Office location is in the Village of Solway at 1801 Milton Avenue (approximately 1.3 miles from Fairgrounds). For more details call this location at 315-468-4795.

Pre-Event Checklist

The Pre-Event Checklist must be returned to the Events Office no later than thirty (30) days prior to the first move-in date of your event.

Sales Tax

The Licensee shall not have any outstanding tax warrants issued by the State of New York. Current standing with the New York Sales Tax Department will be verified. Any outstanding tax warrants against a Licensee must be satisfied within five (5) business days of notification from the New York State Fair.

Security

The Licensee is responsible for the security and safeguarding of all material and equipment. The buildings are locked at the close of business.

Shipments

All shipments of materials and supplies to you shall not be delivered prior to your move-in date. Any shipments received prior to your move-in date may, at the Licensor's discretion, be declined entry. The State accepts no responsibility for shipments arriving on the New York State Fairgrounds prior to your move-in date. Please ensure the following is included on all deliveries and courier packing slips: the event name, business name, booth number and building. Please refer to the below example:

Event Name and Dates
New York State Fairgrounds
581 State Fair Blvd.
Syracuse, NY 13209

Signage

Signage, displays, etc. must be hung from structural steel or backdrops only. Hanging anything from sprinkler lines, water lines, gas lines, air lines, HVAC ductwork, or any other line is strictly prohibited. Items found hanging on these structures will be removed at Licensee's expense.

Professionally prepared signs, as approved by the State, designating the direction of travel (when necessary) shall be in place prior to the event opening and will be the responsibility of the State. The Department will not store signage for any promoter.

Smoking/Vaping

The Licensee shall comply with all applicable laws concerning smoking.

In compliance with the New York State "Clean Indoor Air Act" (Article 13-e of the Public Health Law), the Licensor has restricted smoking in all public buildings. It is the responsibility of each Licensee to monitor and enforce NO SMOKING in all buildings and report to New York State Fair security those individuals who refuse to comply. The New York State Fairgrounds will provide additional security for all shows that fail to enforce applicable laws, and all additional costs will be charged to the Licensee. Smoking is allowed in outdoor locations except in those designated as no smoking areas. Smokers may not block the entrance to a building or subject non-smokers to passive smoke.

State Fair Property

Movement of benches, picnic tables and trash or recycling containers, placed by the State for public use, is prohibited. Movement of, or damage to, any trees, grass, shrubbery, flowers or other vegetation and decorations on the New York State Fairgrounds is strictly prohibited.

Tents

Tents must not be staked anywhere on the Fairgrounds. Tents and the installation of tents must follow all local and state rules and regulations.

Trash

The State shall provide the Licensee with a clean and sanitary building/facility. The Licensee is responsible for the collection and removal of crates, boxes, displays and wrapping. For those shows with an unusual amount of trash, an additional removal fee will be negotiated and assessed.

Utilities

The State shall provide water, sewer, gas and electric service. In the event of interruption of utility services for situations that are under the control of the State, the State shall undertake to repair such interruption promptly and the Licensee waives any and all claims for compensation from any loss of revenue incurred by Licensee as a result of such interruption.

Vehicles

Vehicles entering any building or facility must enter and exit only at the direction of New York State Fairgrounds personnel. Vehicles must be loaded and unloaded immediately and shall not idle any engine while in a building or facility. Vehicles cannot remain parked in buildings unless specific pre-approval is granted by New York State Fair Management.

Any motor vehicles, gasoline powered equipment, tools, etc., on display shall not be operated during show hours. Such equipment shall have batteries disconnected, keys removed, and gasoline tank caps sealed or locked.

New York State Fairgrounds Important Contact Information

- Administration Office: 315-728-4470
- Event Operations: 315-728-4456
- Event Sales: 315-728-4337
- Maintenance Office: 315-728-4454
- Security Office: 315-728-4399 ▪ Gate #2: 315-728-4398
- Emergency Management Office: 315-907-8317
- Website: nysfairgrounds.ny.gov

Directions

The New York State Fairgrounds is immediately adjacent to Route 690 just west of Syracuse. It is easily accessible from the New York State Thruway (Rt. 90) from the West and East, and from Route 81, North and South. Just follow the signs to the Fairgrounds once you enter the Syracuse area.

Street Address: 581 State Fair Blvd. ▪ Syracuse, New York 13209

GPS coordinates: 43.073857-76.215708

- **From the West – Buffalo / Rochester Area**
Take the New York State Thruway (Rt. 90 East) to Exit 39, then follow Rt. 690 East.
- **From the East – Albany / Utica Area**
Take the New York State Thruway (Rt. 90 West) to Exit 34A, follow Rt. 481 South, then follow Rt. 690 West.
- **From the North – Watertown Area**
Take Interstate 81 South into Syracuse to Exit 22. Follow Bear Street (Rt. 298) to Rt. 690 West.
- **From the South – Binghamton / Cortland Area**
Take Interstate 81 North into Syracuse, then follow Rt. 690 West.
- **From New York City / Downstate Area**
Take best route to Binghamton, N.Y. then take Interstate 81 North into Syracuse, then follow Rt. 690 West.

New York State Fair First Aid Stations, AED & Water Refill Stations

- Water Refill Stations
- + First Aid Kit
- Wheel Chair Charging Station
- ♥ AED & "Stop The Bleed" Kit
- Gate 2 Mobile Unit



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