

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

**Fact Sheet**

<b>Contract Title:</b>	<b>Temporary Food, Beverage, &amp; Catering Service</b>
<b>Dates of service for this application:</b>	<b>4/1/2024 – 3/31/2025</b>
<b>Contractor Reporting Posting Dates:</b>	<b>2/9/2024 – Ongoing</b>
<b>Proposal Due Date:</b>	<b>Ongoing (Applications accepted through 3/1/25)</b>

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 beverage service vendors to provide temporary food, beverage, and/or catering services for non-fair shows or events held on the New York State Fairgrounds (Town of Geddes, Onondaga County, Syracuse, New York) where there is no permanent food facility, such as agricultural events and horse shows. The following facilities on the Fairgrounds have permanent food vendors and are not covered by this contract: Empire Room and Somerset Room in the Art & Home Center; the Exposition Center (main floor concessions only; catering is permitted); and the Center of Progress Restaurant. Temporary food, beverage, and/or catering services may include, if requested, the sale of beer, wine, and spirits.

Two of the facilities on the Fairgrounds that do not have permanent food service are the Horticulture Building and the Exhibit Center Building. The restaurant in the Horticulture Building is equipped with counters, walk-in coolers, fryer, 4 large ovens, sinks, seating, and utilities (water, sewer, and electric). The Exhibit Center Building is equipped with only electricity and no other food and beverage service equipment or amenities. Food service in the Exhibit Center will be limited to prepared food (cooking is not permitted in the building). Food service for Exhibit Center events is permitted outside the Exhibit Center (i.e., food trucks/trailers, grills etc.) at a location approved by the Department. All other equipment and supplies necessary to provide temporary food and/or catering services for events held in these buildings must be provided by the vendor and removed after the event, unless otherwise approved by the Department.

For purposes of this solicitation, the following definitions apply:

- “Catering” is defined as food and beverage service for a pre-determined number of patrons that includes a pre-determined menu and lump sum or per person fee and includes “on-premise catering” where food is prepared and served at the event venue, and “off-premise catering” where food is prepared at a separate location and transported to the event venue.
- “Temporary Food and Beverage Service” is defined as a place where food is prepared or handled and served to the public, with charge, and which operates at a fixed location in conjunction with a single event and includes food trucks and food trailers.

**These temporary food, beverage and catering services will not be required or permitted at the annual New York State Fair or Syracuse Nationals event, which must be applied for and licensed separately.**

**Temporary Food, Beverage, & Catering Service:**

The Fair will maintain a list of licensed vendors authorized to provide temporary food, beverage, and/or catering services for non-fair shows and events (“Approved List”). Any promoter who requires temporary food, beverage, and/or catering services for their show or event 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 maintain General Liability Insurance, Liquor Liability Insurance (if applicable), Workers’ Compensation Insurance, and Disability Insurance (sample contract 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.**

After the promoter chooses a vendor(s) from the Approved List, the selected vendor(s) must submit a form with supporting documentation to the Fair identifying the service(s) provided for the show/event and the location where service(s) will be provided. Following the show/event, the selected vendor(s) from the Approved List must submit a form with supporting sales documentation to the Fair. The Fair 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](mailto:sfcontracts@agriculture.ny.gov)

**Term:**

The Agreement will commence on 4/1/2024, 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, 2025.

**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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