

**State of New York Department of Agriculture & Markets  
Division of the New York State Fair & The Industrial Exhibit Authority**

**BUSINESS PARTICIPATION OPPORTUNITIES FOR CERTIFIED MINORITIES AND WOMEN  
ON STATE CONTRACTS**

New York State affirmatively assists the growth and development of businesses owned and controlled by women and minorities by requiring that State agencies and public benefit corporations make meaningful participation in contracts and purchases available to certified women and minority-owned business. The State Fair and the Industrial Exhibit Authority implement this policy by establishing a goal for women and minority-owned participation based upon the value of the contract or purchase. A prospective contractor or supplier must make a good faith effort to meet the established goal, which is a percentage of the value of the contract or purchase. For all State Fair and/or Industrial Exhibit Authority contracts and purchases the goal is one percent (1%) of the contract or purchase value if the contract or purchase is worth \$25,000.00 or more.

If your bid or proposal is \$25,000.00 or more, you must make a good faith effort to have a certified or woman or minority-owned business participate with you in the contract. The participation must be valued at 1% or more. A list of certified minority and women-owned business is available at the website of Empire State Development, [www.empire.state.ny.us](http://www.empire.state.ny.us). You can also call for information at 1-800-782-8369 or write to Empire State Development, 30 South Pearl Street, Albany, New York 12245.

If you show that you have made a good faith, but unsuccessful, effort to obtain minority and women participation, you may be granted a waiver by the contracting agency. To request a waiver you must document, in writing, the steps you took in trying to obtain minority and women-owned business participation. At a minimum, you must show that you contacted certified minority and women-owned businesses, which could participate in the contract or that there are no certified minority and women-owned businesses available to participate.

A copy of Executive Law 15-A (MWBE regulations) is on file and can be viewed at the State Fair Business Office.

**Participation**

The following certified minority or woman-owned business(es) will participate in the contract:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Participation and estimated value: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Participation and estimated value: \_\_\_\_\_

**Waiver Request**

A waiver is requested because (explain the basis for the request):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date