

**Addendum 2 - Issued 12/22/17; Updated 1/30/18**  
**Minutes for Non-Mandatory Site Visit - December 18, 2017**

**RFP #0167 - EVENT BOOKING AND RELATED SERVICES AT  
THE NEW YORK STATE FAIRGROUNDS DURING  
NON-FAIR SEASON**

RFP Issued: ~~December 19, 2017~~

Proposals Due: ~~January 31, 2018~~ February 28, 2018

Attendees: Troy Waffner (Fair), Barb Godfrey (Fair), Kelly Carr (SMG), Ed O'Connor (HITS), Peter Casper (SMG).

**Notes:**

Reviewed of all dates in the RFP – optional site visit today 12/18/17, questions by 1/17/18, answers posted by 1/24/18, RFP due 1/31/18.

All attendees were encouraged to put all questions in writing – responses to questions in writing will become the final answer. Early submission of questions encouraged as answers will be posted on a rolling basis to help allow for follow up questions.

A review of the fairgrounds from Exhibit 2 in the RFP was done. The major buildings were pointed out as well as the new RV Park and location of the new expo building.

A review of the capital investment made in the Fairgrounds with the \$50 million investment of Phase I going towards, among other things, the removal of the track and grandstand the construction of the Main Gate and RV park; the \$50 million investment from Phase II will go to the construction of the new expo building as well as an additional \$20 million in the improvement and expansion of the Orange Lot to include paving, 7,500 parking spots and an exit to 690 west.

Interested parties were taken on a tour of the facility.

Locations pointed out were:

- Main Gate and Chevy Court area.
- Gate 2 – normal entrance for events. If larger event, Gate 6 used.
- Coliseum – seats up to 4,000 people
  - The Fair has done a remodel of the DVM and is working on the Main Horse Barn.
- Indian Village
- Maintenance Offices and Shops
- Youth Building – sleeps 600 and have used Non Fair

- Talent Showcase – outdoor stage and used Fairtime
- Goat Barn – currently taking out the pens to be able to use year round.
- New Building Site
- Gate 10 – this entrance along with Gate 6 is where cars enter for larger events.
- Belle Isle Camping – 136 camping spots available.
- Black lot – this area the other side of 695 is used for storage/staging by the Fair.
- Racing Stables – we currently do have some horses boarded here. There is a rotunda with a warm up ring that is a 7000 square foot arena.
- State Police Barracks – this is used year round.
- New York Experience Area - the Fair has entertainment here Fairtime.
- Poultry Building – used primarily Fairtime.
- New State Police Exhibit
- Horticulture Building
- Infirmary – used Fairtime and for the Syracuse Nationals.
- Art & Home Building and Empire Room Restaurant - Art & Home also has a 200 person theater.
- Center of Progress – Has 4 overhead doors and a loading dock. The building is 60,000 square feet and has a permanent restaurant managed by AJ Suds. There is heat and A/C in this building.
- Science & Industry Building – has heat, no A/C.
- Toyota Exhibit Center – 92,000 square feet.
- Coliseum – seats approximately 4,000 people.
- Pointed out the two museums on site
- Dairy Products Building – used Fairtime only
- International Building – used Fairtime primarily, but can be used in the non-Fair. The building does have permanent concession stands.

Completion of tour – all attendees reminded to put questions in writing and submit early so that we can respond. Reminded to check the Departments website for all questions and answers.

**Below are the questions that were asked during the site visit.**

1. Is the new expo building a design/build? **Yes.**
2. Are the drawings available for the building? **The final drawings have not been approved at this time.**
3. What is the approximate size of the new building? **The new building is approximately 133,000 square feet with 110,000 of expo space.**
  - a. What is makes up the other square feet beyond the expo space? **The balance of the space is hallways, lobby and mechanical rooms.**
4. Is there meeting space? **Yes. Details on the meeting space is not available until the final drawings are approved.**

5. Is there a plan for another exit from the orange lot? **Yes. Phase II would include an onramp to 690 eastbound but funding has not been identified at this point.**
6. Why is the RFP due in January but the contract is not effective until July? **The NYS Attorney General and NYS Comptroller have up to ninety days to review the contract.**
7. How many horse stalls are in the DVM and Main Horse barns? **Per Exhibit 2, which was included in the RFP, the DVM Barn has 178 stalls and the Main Horse Barn has 259 Box Stalls and 82 Tie Stalls.**
8. Will the Midway be used for parking for the new building in the Non-Fair? **Yes. The main entrance of the building will be on the southeastern corner of the building.**
9. Will there be food and catering in the new building? **Yes.**
10. Will there be a full kitchen? **Yes.**
11. Has a food vendor been determined? **No.**
12. What are the number of meeting rooms? **Details on the meeting space is not available until the final drawings are approved.**
13. How do cars access the midway parking lot during the Non-Fair? **Cars enter through Gate 6 off from State Fair Blvd and proceed to Gate 10.**
14. Are the rolling doors on the southern wall of the Horticulture Building for food concessions? **Yes, those are used primarily for the Fair. There is one permanent concession location in the building for use in the Non-Fair and during the Fair it is used as the Potato Booth.**
15. How big is the Horticulture Building? **Per Exhibit 2, which was included with the RFP, it is 52,400 square feet.**
16. Does the Horticulture Building have heat and air conditioning? **It does have heat, but no air conditioning.**
17. How many roll up doors are in the Horticulture Building? **Two drive through and three on the loading dock.**
18. What is in the center of the building? **Two courtyards.**
19. With regard to the Center of Progress Building what is the height of the building from the floor to the lighting? **It is 27 feet from the floor to the lights.**

20. What is the square footage of the Coliseum ring? **The horse show ring is 210' x 104' with seating for 4,000. The warm up ring is 198' x 80'.**
21. Is office space on the Fairgrounds part of the RFP? **The RFP makes no provision for office space for the selected vendor.**
22. How big is the Poultry Building? **The Poultry Building is approximately 24,400 square feet.**
23. Which of the main buildings are conditioned? **See table below.**

<b>Building</b>	<b>Heat</b>	<b>Air Conditioned</b>
Center of Progress	Y	Y
Horticulture	Y	N
International Building	Y	Y
Science and Industry	Y	N
Dairy Exhibit Building	Y	N
Art and Home Center	Y	Y
Coliseum	N*	N
<i>*The bathrooms and offices in the Coliseum are heated but the seating and ring are not.</i>		