Division of Safety and Health
License and Certification Unit
1220 Washington Ave.
Building 12, Room 161A
Albany, NY 12226
(518) 457-2735

NEW YORK STATE | Department of Labor
WORKING FOR YOU

Location Notice for Amusement Devices, Viewing Stands or Tents at Carnivals, Fairs and Amusement Parks

Instructions: List, by date, all events where you will set up amusement devices, viewing stands or tents in New York State. Assign a number to each piece of equipment you will operate and list them on your Equipment Inventory Form. Enter the number of each item you will use at each location in column 6 of this form. We must receive the Location Notice and Equipment Inventory at least fifteen days before the earliest event.

1. Name of organization: _____

   Permanent address: _____

   City: _____ State: _____ Zip: _____

   Telephone number: (_____) _____ - _____

Intended Dates and Locations of Use of Amusement Devices, Viewing Stands or Tents

Amusement Site		4a. Event name 4b. Location name 4c. Street address 4d. Municipality	5. County	6. Inventory no.
2. From Opening Date	3. To Closing Date			

Space for additional dates on reverse. **You must sign this form on the reverse side.**

Amusement Site		4a. Event name 4b. Location name 4c. Street address 4d. Municipality	5. County	6. Inventory no.
2. From Opening Date	3. To Closing Date			

The above noted devices, viewing stands or tents are to be used on intended dates and locations specified.

Print name of person in authority: _____

Print title of person in authority: _____

Signature of person in authority: _____ Date: ___ / ___ / _____

Forward amusement devices to:
License and Certification Unit
1220 Washington Ave.
Building 12, Room 161A
Albany, NY 12226
license&certificate@labor.ny.gov

Forward viewing stands and tents to:
New York State Department of Labor
Division of Safety and Health
Engineering Services Unit
1220 Washington Ave.
Building 12, Room 154
Albany, NY 12226