

# WE ARE YOUR DOL



Department  
of Labor

Division of Safety and Health  
License and Certificate Unit  
Harriman State Office Campus  
Building 12, Room 161A  
Albany, NY 12240  
(518) 457-2735

## 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

Telephone number

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

2. From (opening date at amusement site)	3. To (closing date at amusement site)	4a. Event name 4b. Location name 4c. Street address 4d. Municipality	5. County	6. Inventory no. (from equipment inventory form)

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

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

2. From (opening date at amusement site)	3. To (closing date at amusement site)	4a. Event name 4b. Location name 4c. Street address 4d. Municipality	5. County	6. Inventory no. (from equipment inventory form)

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  
Harriman State Office Campus  
Building 12, Room 161A  
Albany, NY 12240  
Email: [labor.sm.dosh.licensecertificate@labor.ny.gov](mailto:labor.sm.dosh.licensecertificate@labor.ny.gov)

Forward viewing stands and tents to:  
New York State Department of Labor  
Division of Safety and Health  
Engineering Services Unit  
Harriman State Office Campus  
Building 12, Room 154  
Albany, NY 12240