



Woodstock Agricultural Society, Inc.

Woodstock Fair

Always Labor Day Weekend • Friday, Saturday, Sunday & Monday

P.O. Box 1 • 281 Route 169 • South Woodstock, CT 06267-0001
(860) 928-3246 x 106 • Fax: (860) 963-2407

www.woodstockfair.com • Email: concessions@woodstockfair.com

2010 CONCESSIONS APPLICATION

**This is an application for space, not a contract. No deposit is required or will be accepted.
A contract will be mailed and a deposit requested if you are accepted for the 2010 Fair.**

Concession Contact Name: _____

Business/Concession Name: _____

Booth Name (If different from Concession Name): _____

Address: _____ City, State, Zip: _____

Business Phone: _____ FAX: _____

Cell Phone: _____ Email: _____

Is the business owner the operator of the concession? ___ Yes ___ No

If not, please explain: _____

| Type of Concession: | <u>Commercial/Privatey Owned</u> | <u>Civic/Non-Profit Organization</u> |
|----------------------------|---|---|
| Food | ___ \$80 per front foot | ___ \$25 per front foot |
| Retail Sales / Crafter | ___ \$40 per front foot | ___ \$25 per front foot |
| Exhibit | ___ \$15 per front foot | ___ \$10 per front foot |
| Commercial Agricultural | ___ \$15 per front foot | |

An **Exhibit** is defined as an educational or informational concession that is not engaged in selling or future selling of any kind.

A **Commercial Agricultural** concession is engaged in the industry of agriculture; specifically defined as cultivation of soil for planting, producing of crops or raising livestock.

Items to be Sold/Displayed

Include a brochure, photo, and/or a detailed description of your concession, with specifics about all food, products, and merchandise you intend to sell or display. You may not offer products and menu items that you do not list.

Description of Concession: _____

Crafters: Please complete the Supplemental Crafter Application in addition to this application if you would like to be classified as a Crafter and considered for a location under a craft tent.

IMPORTANT: Your application must include a recent front view photo of your concession. Also, it is mandatory that your concession be staffed and fully operational during all hours of the fair.

Space Requirements

Frontage space is sold in 5' increments with a 10' minimum. Please include **all space** required for trailer hitches, open awnings, and serving areas. Depth of space varies by location. Most spaces are 10' to 20' in depth. Vendors requiring more than 20' in depth will be subject to additional charges.

Front footage space requirements: _____ Minimum depth required: _____

Preferred Locations

An additional fee of \$150.00 will be added to the contract charges for a preferred location. The Concessions Department determines these locations. If available, are you interested **YES NO (CIRCLE ONE)**

Stock Truck

Stock trucks are not allowed on the Woodstock Fairgrounds except by explicit permission of the Concessions Manager. First priority for stock truck placement, if available, is given to food vendors. To maintain the aesthetic quality of our Fair, most stock trucks are required to be kept in off-site parking areas. Electrical service, which is rarely available, would be at an additional cost.

Stock Truck Dimensions: _____ Electrical Requirements: _____

Electrical Requirement

All vendors are charged a **\$65 base fee** regardless of use; one single phase 115v-20amp outlet is included.

My concession requires: Additional 20amp outlets **(\$50/each)** 208v-30amp **(\$60)** 208v-40amp **(\$80)**
 208v-50amp **(\$105)** 208v-60amp **(\$135)** 208v-70 amp **(\$170)**
 208v-100amp **(\$180)** Three phase power (Subject to availability and additional charge).

Commercial General Liability Insurance

Each vendor is **required** to purchase Commercial General Liability insurance coverage through the Woodstock Agricultural Society, Inc. The cost of the policy is \$49 and coverage shall be in the amount of one million dollars per occurrence for the duration the Lessee is on the fairgrounds commencing the Monday prior to the opening of the Fair and terminating the Tuesday following the close of the Fair.

Health Department Permits

All food vendors are mandated to obtain and display a valid food permit from the Northeast District Department of Health at **\$110 per permit**. Vendors with multiple booths must pay for multiple permits. All food vendors must also provide evidence of a valid Qualified Food Operator's license (QFO) or Food Awareness and Safety Training (FAST) certificate, a copy of which must be mailed with your signed contract. NDDH will waive one permit fee for U.S. Veterans who OWN and operate a food concession.

Tax Registration Number

Each Lessee must have a valid tax number from the State of Connecticut, Department of Revenue Services. If you have any questions concerning sales tax or obtaining a tax number, contact the Department of Revenue Services, Taxpayer Services, 25 Sigourney Street, Hartford, CT 06106. Phone: 860-297-5962 (within CT), 1-800-382-9463 (outside CT) or online at www.ct.gov/drs.

Site Information and Options (Please check one):

- Will provide own tent. Tent must be clean, sturdy and conform to all fire codes. Size: _____
The Woodstock Agricultural Society, Inc. will not accept delivery of any tents other than those rented through the Concessions Department.
- Will rent an individual tent from the Woodstock Fair. Size: _____. 10 x 20 **(\$220)**, 15 x 15 **(240)**, 20 x 20 **(\$320)**, 20 x 40 **(520)**, 20 x 60 **(\$620)**, other sizes available by request.
- Will rent space in fully enclosed Woodstock Fair Sectioned Tent with divided side curtains. Available space is sold in 5' wide increments (minimum 10') and will be 20' in depth. An additional fee of \$15 per front foot will be applied.
- Request space in fully enclosed Woodstock Fair Non-Sectioned Craft Tent. Available space is sold in 5' wide increments (minimum 10') and may be 14' to 20' in depth, depending on tent location. Space is limited and an additional fee of \$15 per front foot will be applied.
- Request space inside the Better Living Building located on the east side of the Fairgrounds. Available space is sold in 5' increments (minimum 10') with a depth of 10'. Space is limited and an additional building fee of \$15 per front foot will be added to your contract.
- Request space in a Fair provided free standing building on the grounds. Building space is limited and an additional building use fee, priced according to size, will apply. In addition, a building use lease is required.

Additional fees: All rentals are subject to additional fees not listed here. Additional fees will appear on the final contract.

Please note: Incomplete applications will not be considered. Thank you!



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SUPPLEMENTAL CRAFTER APPLICATION

In order to be considered for space in one of our designated craft tents you must complete this supplemental application. *If you are an existing crafter, you still need to complete this form.*

Contact Name: _____ Company: _____

Crafter Category (Please circle all that apply)

- | | | | | | |
|-----------|----------|-------------|--------|---------|-----------|
| Wood | Leather | Fabrics | Glass | Paper | Ceramics |
| Jewelry | Painting | Photography | Floral | Weaving | Furniture |
| Sculpture | Pottery | Other _____ | | | |

1. Please give a complete description of all product(s) and steps involved in the construction of your craft(s):

2. Price range of your items \$_____ to \$_____

3. Will you be demonstrating your craft during the fair? _____

If yes, how often? _____

4. Please attach photographs of your craft, your workshop, your display in operation, and/or your craft in progress. Failure to send photographs will result in delay or denial of a location under a Woodstock Fair designated craft tent.