



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

2012 CRAFTER CONCESSIONS APPLICATION

Application process and timeline:

- **Applications are accepted from October 2011 until August 2012.** Once an application is received a confirmation email will be sent for complete applications. To ensure your application is complete fill in all spaces and follow the checklist at the end of the application. Incomplete applications will not be considered.
- **Crafter applications will be reviewed to validate all of the crafter eligibility requirements have been met. Any application that fails to meet the criteria will be returned and provided with a retail application.**
- New vendors will be accepted on a limited basis throughout the year. Accepted vendors will receive a contract and vendor packet between February and April. After April, selected vendors will be placed on a waiting list and contacted if space becomes available.

**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 2012 Fair.**

Concession Contact Name: _____

Business/Concession Name: _____

Booth Name (If different from Concession Name): _____

Address: _____ City, State, Zip: _____

Business Phone: (____) _____ Cell Phone: (____) _____ FAX(____) _____

Email: _____

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

If not, please explain: _____

Type of Concession: **Commercial/Privatey Owned** **Civic/Non-Profit Organization**
 Crafter \$40 per front foot \$25 per front foot

For Office Use Only

Date Received: / /	Application Complete? <input type="checkbox"/> Y <input type="checkbox"/> N	Initials _____	Date:
Does Crafter Meet Eligibility Criteria? <input type="checkbox"/> Yes <input type="checkbox"/> No		Juror Initials:	Date:
Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Manager's Signature	Date:	
Rejection Reason:			
New Vendor Contract #:	Date Contract Sent:	Sent By:	

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Rental Space Requirements

The spaces in the Craft tent are set up to be 10', 15', or 20' frontage by 10' deep.

Non-craft tent 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 required: _____

Minimum depth required: _____

What type of set up do you have?

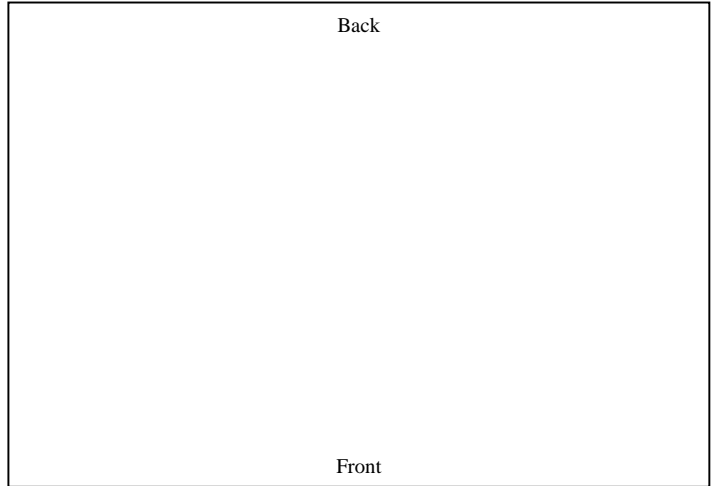
- Tent Trailer Table Display

How do you prefer to park your trailer?

- Back in Parallel Pull through

Do you require a water hook up? YES NO

Please draw a diagram showing your basic setup for your requested space in the box to the right. This information is useful when determining the placement of vendors.



Preferred Locations

An additional fee of \$100.00 will be added to the contract charges for all corner lots including corners in craft area.

If available, are you interested in a corner lot? YES NO

Do you wish to be excluded from a corner lot? YES NO

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 (fees may apply). Electrical service, which is rarely available, would be at an additional cost.

- No Stock Truck I have a stock truck- PERMIT APPLICATION REQUIRED

Electrical Requirement

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

My concession requires (write the quantity required, i.e. 2- 208v-30 amp):

- Type of connection required: Plug in Direct wiring
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 \$50 for first location and \$25 for additional locations under the same concessionaire's name. Coverage will be in the amount of one million dollars per occurrence starting Monday prior to the opening of the Fair and terminating the Tuesday following the close of the Fair.

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Tax Registration Number CT Tax Registration #: _____

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):

___ Request space in the shared Woodstock Fair Craft Tent with a tent rental fee of \$15 per front foot.

___ 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: _____ x _____

___ 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. The building use fee is \$15 a front foot and a lease is required.

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

Vendor Self-Check for Application Completeness

All spaces filled in on the application

Photos of booth attached

Completed diagram of space layout

Photos of products attached

Complete detail of craft process for verification of crafter rate eligibility.

Please note: Incomplete applications will not be considered. .

2012 Camping Reservation Request

Would you like a camping request form mailed with your contract? **YES** **NO**

Additional Information (optional)

Do you have any comments or additional requirements you would like to mention?

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Stock Truck Permit Application

(A separate permit request is required for each stock truck)

Stock Truck Policy (from Concessionaire Instructions, Rules, and Regulations)

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.

Contact Name: _____ Cell #: _____

Company Name: _____

Stock Truck Information:

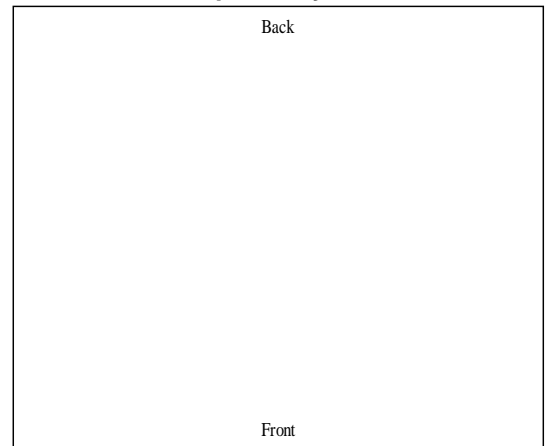
Length=_____ Width=_____

Vehicle or Trailer Plate ID: State _____ Plate # _____

Electrical Requirements:

- Type of connection required: **Plug in** **Direct wiring**
- 20amp outlets (**\$50/each**) 208v-30amp (**\$60**)
- 208v-40amp (**\$80**) 208v-50amp (**\$105**)
- 208v-60amp (**\$135**) 208v-70 amp (**\$170**)
- 208v-100amp (**\$180**)

Space Layout



- Preferred location of your stock truck:**
- Included in my rental space**
 - On-grounds lot (limited areas available)
 - Vendor lot (off-grounds parking)

** A current photo of the stock truck along with a layout of your space showing the location of the stock truck is required to process the application.

For Office Use Only			
Date Received: / /	Application Complete? <input type="checkbox"/> Y <input type="checkbox"/> N	Initials _____	Date:
Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Manager's Signature	Date:	
Rejection Reason:			
Permit #:	Parking Location:	Permit Printed(Initials):	