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

2017 CRAFT TENT CONCESSIONS APPLICATION

Application process and timeline:

- **Applications are accepted from October 2016 until August 2017**. 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 March and May. After May, selected vendors will be placed on a waiting list and contacted if space becomes available.

This is an application for space, not a contract.
A contract will be emailed or mailed if you are accepted for the 2017 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/Privately Owned**	**Civic/Non-Profit Organization**
Crafter	☐ $55 per front foot	☐ $40 per front foot

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

2017 CRAFTER CONCESSIONS APPLICATION

Craft Vendor Specific Questions

- *Are all crafts your own **original** work?* ☐ ***YES*** ☐ ***NO***
- *Are any of your items resale, commercial, or imported?* ☐ ***YES*** ☐ ***NO***
- *Please explain how your craft is made (process steps for jury validation)*

_____

_____

_____

_____

_____

_____

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_____

_____

- *Are you willing to demonstrate your craft during the fair?* ☐ ***YES*** ☐ ***NO***
  - *Would you be willing to hold a scheduled demonstration throughout the weekend?* ☐ ***YES*** ☐ ***NO***
  - *Do you require any additional resources or set-up for demonstrations?* ☐ ***YES*** ☐ ***NO*** ***explain*** _____
  - *How long would your demonstration last?* _____

Crafter Category

- Please select ONE category that best describes your work.

☐ **Photography**	☐ **Paintings**	☐ **Glass**	☐ **Pottery**
☐ **Jewelry (Metal work)**	☐ **Jewelry (Stone work)**	☐ **Clothing Accessories**	☐ **Clothing**
☐ **Leather**	☐ **Metal Work**	☐ **Woodworking**	☐ **Furniture**
☐ **Sculpture**	☐ **Toys**	☐ **Fiber/ hand spun yarn**	☐ **Paper/Board**
☐ **Dolls**	☐ **Dried Flowers**	☐ **Home Décor**	☐ **Other:** _____

Items to be Sold/Displayed

Include at least five (5) photos and a detailed description or a brochure of items you intend to sell or display. You may not sell products or items that you do not list.

Description of products: _____

_____

_____

_____

IMPORTANT: Your application **must** include a recent front view photo of your concession booth, trailer, or display.

Rental Space Requirements

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

Front footage required: _____

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.

Back

Front

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-40amp **($80)**
____ 208v-60amp **($135)**
____ 208v-100amp **($180)**
____ 208v-30amp **($60)**
____ 208v-50amp **($105)**
____ 208v-70 amp **($170)**
____ *Three phase power **

*(*Subject to availability and additional charge).*

Commercial General Liability Insurance
Each vendor is **required** to have Commercial General Liability insurance coverage. Vendors may purchase a policy through the Woodstock Agricultural Society, Inc. The cost of the policy is $80 for first location and $33 for each additional location 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. Vendors who have their own policy with coverage equal or greater than one million dollars may use their own policy. The Woodstock Agricultural Society, Inc. must be listed as an additional insured on the policy and the dates of coverage must start the Monday prior to the Fair and end the Tuesday after the Fair. A copy of the insurance rider is required prior to contract execution.

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.

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
- ☐ Completed diagram of space layout
- ☐ Complete detail of craft process for verification of crafter rate eligibility.
- ☐ Photos of booth attached
- ☐ Photos of products attached
- ☐ Attached proof of workers compensation
- ☐ Attached proof of Federal and Connecticut tax IDs

Please note: Incomplete applications will not be considered. .

2017 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

Back

Front

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? ☐ Y ☐ N	Initials _____	Date:
Approved ☐ Rejected ☐	Manager's Signature	Date:	
Rejection Reason:			
Permit #:	Parking Location:	Permit Printed(Initials):	