



# 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 RETAIL 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.
- 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/Privatey Owned

#### Civic/Non-Profit Organization

Retail Sales

\$40 per front foot

\$25 per front foot

Exhibit\*

\$15 per front foot

\$10 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.

#### Items to be Sold/Displayed

Include a photo, 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.

#### 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:										
New Vendor Contract #:			Location Assigned:				Date Contract Sent:		By:	

2017 RETAIL CONCESSIONS APPLICATION

**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.

**Rental 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 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**

**Required:** 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.

Diagram box with 'Back' label at the top and 'Front' label at the bottom.

**Preferred Locations**

An additional fee of \$100.00 will be added to the contract charges for **all** corner lots.

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).

**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: \_\_\_\_\_ 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 profit/\$7.50 non-profit per front foot will be added to your contract.

\_\_\_ Request space in a Fair provided free standing building on the grounds. Space is limited and an additional building fee of \$15 profit/\$7.50 non-profit per front foot will be added to your contract.

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

**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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**Vendor Self-Check for Application Completeness**

- All spaces filled in on the application
- Completed diagram of space layout
- Photos of booth attached
- Attached proof of workers compensation
- Attached proof of Federal and Connecticut tax IDs

**Please note: Incomplete applications will not be considered.**



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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? <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):	