

## 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 ext. 105 • Fax: (860) 963-2407

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

## **2025 RETAIL CONCESSIONS APPLICATION**

### Application process and timeline:

- Applications are accepted from October 2024 until August 1, 2025. Once an application is received a
  confirmation email will be sent for complete applications only. 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.*
- This is an application for space, not a contract. <u>Please do not send payment with your application.</u>
- A contract will be emailed or mailed if you are accepted for the 2025 Fair.

Concession Contact Name:					
Business/Concession Name:				· · · · · · · · · · · · · · · · · · ·	
Booth Name (If different from Conces	sion Name):				
Address:	City, State, Zip:				
Business Phone: ()					
Email:					
Is the business owner the operator of	the concession?				
If not, please explain:				····	
Type of Concession:	Commercial/Privately Owned	Civic/Non-	Profit Organ	<u>nization</u>	
Retail Sales	☐ \$45 per front foot	□ \$25	\$25 per front foot		
Exhibit*	☐ \$20 per front foot	□ \$10	☐ \$10 per front foot		
or items that you do not list.  Description of products:					
IMPORTANT: Your application must i	include a recent front view photo or For Office Use Only		sion booth, t	railer, or displa	у.
Date Received: / /	Application Complete?	Y N In	itials	Date:	
Send applicant confirmation application was received	Confirmed by:		Email Phone cal	Date:	
Approved Rejected Rejected	Manager's Signature	D	ate:		
Rejection Reason:					
New Vendor Contract #:	Location Assigned:	D	Date Contract Sent: By:		

### 2025 RETAIL CONCESSIONS APPLICATION

### **Commercial General Liability Insurance**

Each vendor is **required** to have Commercial General Liability insurance coverage for each 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.** Vendors who do not have their own policy may purchase a policy through the Woodstock Agricultural Society, Inc. The cost of the policy is "TBD" for first location and "TBD" for each additional location under the same concessionaire's name.

sost of the policy is "TBD" for first location and "TBD" for each additional location under the same concessionaire's name.						
Each Lessee must have a valid tax number from the State of any questions concerning sales tax or obtaining a tax number Services, 25 Sigourney Street, Hartford, CT 06106. Phone: 8 online at <a href="https://www.ct.gov/drs">www.ct.gov/drs</a> .	, contact the Department of Revenue Services, Taxpayer					
Rental Space Requirements						
Frontage space is sold in 5' increments with a 10' minimum. awnings, and serving areas. Depth of space varies by location more than 20' in depth will be subject to additional charges.						
Front footage required:	Back					
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 yendors.	Front					
Preferred Locations  An additional fee of \$100.00 will be added to the contract cha	rges for <b>all</b> corner lots.					
f available, are you interested in a corner lot? TYES NO						
Do you wish to be excluded from a corner lot?   YES   A	10					
Stock Truck						
Stock trucks are not allowed on the Woodstock Fairgrounds entering for stock truck placement, if available, is given to most stock trucks are required to be kept in off-site parking an available, would be at an additional cost.  No Stock Truck  I have a stock truck-PE	food vendors. To maintain the aesthetic quality of our Fair,					
Electrical Requirement All vendors are charged a \$65 base electrical fee; one 120 \text{V}  My concession requires (write the quantity required, i.e. 2- 20	/olt – 20 Amp outlet is included.					
Type of connection required:   Plug in	☐ Direct wiring					
Additional 20amp outlets (\$50/each)	208v-30amp <b>(\$60)</b>					
208v-40amp <b>(\$80)</b>	208v-50amp <b>(\$105)</b>					
208v-60amp <b>(\$135)</b>	208v-70 amp <b>(\$170)</b>					
208v-100amp <b>(\$180)</b>	Three phase power * (*Subject to availability and					
	additional charge).					

### 2025 RETAIL CONCESSIONS APPLICATION

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. Vendor is responsible for securely anchoring tent. Will rent an individual tent from the Woodstock Fair. See Rental Rate sheet for pricing. Size: \_\_\_\_\_ Special Notes: \_\_\_\_ Additional fees: All rentals may be subject to additional fees not listed here. Any additional fees will appear on the final contract. **Additional Information** (optional) Do you have any comments or additional requirements you would like to mention? **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

Please note: Incomplete applications will not be considered.

☐ Attached proof of Federal and Connecticut tax IDs

## PLEASE INCLUDE ANY REFERENCES WITH APPLICATION

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### **Stock Truck Permit Application**

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

Stock trucks are not allowed on the Concessions Manager. First prior	naire Instructions, Rules, and Regulatine Woodstock Fairgrounds except by earity for stock truck placement, if availal ur Fair, most stock trucks are required	<u>explicit permission (</u> ble, is given to food	vendors. To		
Contact Name:	Cell #:		<del></del>		
Company Name:					
			Space Layout		
Stock Truck Information: Length= Width=			Back		
Vehicle or Trailer Plate ID: State					
Electrical Requirements:					
Type of connection required:	Plug in Direct wiring				
20amp outlets (\$50/each)	208v-30amp <b>(\$60)</b>				
208v-40amp <b>(\$80)</b>	208v-50amp <b>(\$105)</b>				
208v-60amp <b>(\$135)</b>	☐ 208v-70 amp <b>(\$170)</b>				
☐ 208v-100amp <b>(\$180)</b>					
			Front		
Preferred location of your stock	truck:	ted areas available	e)		
** A current photo of the stock tru is required to process the application	ck along with a layout of your space on.	ce showing the loo	eation of the stock truck		
	For Office Use Only				
Date Received: / / App	plication Complete? Y N	Initials	Date:		
Approved Rejected Ma	nager's Signature	Date:			
Rejection Reason:		•	•		

Parking Location:

Permit #:

Permit Printed (Initials):