



The 148th Grand Old Woodstock Fair

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“Always Labor Day Weekend”

2009 CONCESSIONS APPLICATION

For Friday-Monday, September 4 to September 7, 2009

*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 2009 fair.*

Vendor Contact Name: _____

Business/Concession Name: _____

Booth Name (If different from Concession Name): _____

Address: _____

City, State, Zip: _____

Business Phone: _____ Home Phone: _____

Cell Phone: _____ Email: _____

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

If not, please explain: _____

Have you previously participated in the Woodstock Fair? Yes/Year: _____ No

Type of Concession: Commercial/Private Owned Civic/Non-Profit Organization

Food Concession _____ \$80 per front foot _____ \$25 per front foot

Retail Sales Concession & Crafters _____ \$40 per front foot _____ \$30 per front foot

Exhibits* _____ \$40 per front foot _____ \$10 per front foot

Exhibits (Commercial/Agricultural) _____ \$15 per front foot

(Space rentals require a 10' minimum front width and are booked in 5' increments)

Rate reductions may apply to vendors who provide special services to the fair. Please inquire.

*Exhibits are considered to be informational/educational only. The vendor is not engaged in the selling of any product or service. The non-profit exhibit rate includes agricultural (i.e, USDA) educational, military, government agencies and healthcare displays. All other commercial exhibitors (excluding Commercial Agricultural) engaged in on-site or future sales of goods, products and services will be charged the Retail Commercial Concession rate. The Commercial Agricultural Exhibit rate is offered to vendors who farm or are involved in the industry of agriculture (cultivation of soil for planting, producing of crops, raising livestock.)

Items to be Sold/Displayed

Include a brochure, photo, and/or a detailed description of your concession, with *specifics* about all the 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 explain how much of your product is actually handmade (i.e., “I purchase gemstones and assemble necklaces,” or “I personally handknit all sweaters for sale,” etc.) _____

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: _____

Corner/Premium Locations

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

Stock Truck

Stock Truck Dimensions: _____ Electrical Requirements: _____

(Note - 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 Requirement

All vendors are charged a **\$55 base fee** to cover town permits, inspection, hardwire and line tests. **One 115v-20amp outlet is provided at no additional charge.** Power is single phase. Three phase power is based on availability for an additional charge.

My concession requires: ___Additional 20amp outlets (**\$40/each**) ___208v-30amp (**\$50**)

___208v-40amp (**\$70**) ___208v-50amp (**\$95**) ___208v-60amp (**\$125**) ___208v-100amp (**\$170**)

Insurance Liability

All vendors are required to provide evidence of insurance by submitting a Certificate of Insurance, which provides a minimum combined limit of liability of \$1,000,000 for bodily injury and property damage. **The Woodstock Agricultural Society, Inc. must be named as an “Additional Insured” for the length of time you set up, display, sell, or exhibit on the grounds.** You may provide your own insurance or purchase coverage under the Woodstock Agricultural Society insurance policy.

___ I will provide evidence of my own liability insurance.

___ I will purchase insurance coverage under the Woodstock Fair’s liability insurance policy for an additional fee of **\$125.00**

Health Department Permits

All food vendors are mandated to display a valid food permit from the Northeast District Department of Health at **\$105 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.

Food Service & Beverage Fees

The Woodstock Fair has voluntary agreements with food, beverage and ice suppliers whom will be named at a future date. Food vendors who utilize the on-site services of these Master Concessionaires shall pay a nominal fee of **\$25** for this convenience.

State of Connecticut Sales and Use Tax Permit

Unless otherwise exempt, you must have a valid tax registration number from the State of Connecticut, Department of Revenue Services. Visit www.ct.gov/drs or call 1-800-382-9463 to apply for a permit.

Connecticut Tax Registration # (mandatory by August 1): _____

Tent Options:

___ Will provide own tent. (Must be clean, sturdy and conform to all fire codes) Size: _____

___ Will rent an individual tent from fair. Size: _____. Separate tent rental fee applies.

___ Will rent space in fully enclosed **Woodstock Fair Sectioned Tent** with divided side curtains. Available spaces are sold in 5’ wide increments (minimum 10’) and may be 10 to 20’ in depth, depending on tent location. (An additional cost of **\$15 per front foot** is charged to the existing 2009 rental rates for space in these tents.)

___ Requests space in fully enclosed **Woodstock Fair Non-Sectioned Craft Tent**. Available spaces are sold in 5’ wide increments (minimum 10’) and may be 14’ to 20’ in depth, depending on tent location. (*Spaces are limited* and an additional cost of **\$15 per front foot** is charged to the existing 2008 rental rates for space in these tents.)

Additional Comments:

Please return all pages of this completed application to the attention of the Concessions Manager at the address listed above.

Please note: By submitting this application, you agree that you have read and will abide by the rules contained herein. Incomplete applications will not be considered.

Thank you!