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**

2027 FOOD CONCESSIONS APPLICATION

Application process and timeline:

- **Applications are accepted from October 2026 until August 1, 2027**. 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. Please do not send payment with your application.**
- A contract will be emailed or mailed if you are accepted for the **2027** 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**
Food	☐ $85 per front foot	☐ $25 per front foot

Items to be Sold/Displayed
Food Vendors are required to fill out the food list at the end of the application.

Description of Concession (type of food, overview): _____
_____
_____
_____

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? ☐ Y ☐ N	Initials _____	Date:
Send applicant confirmation application was received	Confirmed by:	☐ Email ☐ Phone call	Date:
Approved ☐ Rejected ☐	Manager's Signature	Date:	
Rejection Reason:			
New Vendor Contract #:	Date Contract Sent:	Sent By:	

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.

Health Department Permits

All vendors must obtain a permit from the Northeast District Department of Health. You can find the application on their website. www.nddh.org

All food vendors are mandated to obtain and display a valid food permit from the Northeast District Department of Health at **$200 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 or returned with your application. NDDH will waive **one** permit fee for U.S. Veterans who OWN and operate a food concession. The veteran must include a copy of his/her DD214 with their permit request. For privacy reasons the Concessions Department does not retain copies from year to year. *The Woodstock Fair will mail a permit request with your contract. NDDH will provide FAST training at the Woodstock Fair during set-up week.*

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.

Back

Front

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 **$80 base electrical fee**; one 120 Volt -20 Amp 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: _____ x _____
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 Requested:
_____ Special Notes: _____

___ Request space in a Fair provided free standing building on the grounds. Building space is limited. The building use fee is $15 profit/$7.50 non-profit per front foot and a lease is required.

Additional Information (optional)

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

_____

_____

_____

_____

_____

_____

_____

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

INCLUDE ANY REFERENCES WITH APPLICATION

Vendor Self-Check for Application Completeness

☐ All spaces filled in on the application
☐ Photos of booth attached
☐ Completed diagram of space layout
☐ Attached proof of Cert of Insurance before the Fair
☐ Food items for sale complete listing attached
☐ Attached proof of Federal and Connecticut tax IDs

Please note: Incomplete applications will not be considered.

All food vendors must check off ***every*** item you wish to sell for **2027.** You will receive a signed copy back with your executed contract. **Items you are not to carry will be clearly crossed off and your contract will be updated.** Even if you sold it in the past, it may be excluded this year.

We appreciate your cooperation.

CHECK OFF ALL ITEMS THAT APPLY.

Product category	Product subcategory	Check here	Prices & Notes
Beverages -- F	Cider		
Beverages -- F	Coffee/Hot Beverages		
Beverages -- F	Frozen Lemonade		
Beverages -- F	Iced Coffee		
Beverages -- F	Iced Tea		
Beverages -- F	Fresh Squeezed Lemonade/Lime Rickey		
Beverages -- F	Milk		
Beverages -- F	Slush		
Beverages -- F	Fruit Smoothies		
Beverages – F	Ice Cream float/shakes		
Beverages -- F	Sodas/Ades		
Beverages -- F	Water		
Beverages – F	Other (describe)		
Breakfast -- F	Bagels		
Breakfast -- F	Eggs		
Breakfast -- F	Misc. Breakfast food		
Breakfast -- F	Muffins		
Breakfast -- F	Pancakes		
Breakfast -- F	Sausage/Bacon/Ham		
Breakfast -- F	Waffles		
Breakfast – F	Other (describe)		
Ethnic -- F	Chinese entrees		
Ethnic -- F	Greek entrees		
Ethnic -- F	Italian entrees		
Ethnic -- F	Mexican entrees		
Ethnic -- F	Thai entrees		
Ethnic -- F	Other (describe)		
Fried -- F	Corn dogs		
Fried -- F	French Fries		
Fried -- F	Fried Chicken		
Fried -- F	Fried Dough		
Fried -- F	Fried Mozzarella Sticks		
Fried -- F	Fried Onions		
Fried -- F	Funnel Cakes (also listed as Sweet/Dessert)		
Fried -- F	Tempura		
Fried --F	Fried Other (describe)		
Meat -- F	BBQ Chicken		
Meat -- F	Buffalo Wings		

Meat -- F	Chicken Nuggets		
Meat -- F	Hamburgers/Cheeseburgers		
Meat -- F	Hot Dogs/Chili Dogs		
Meat -- F	Kielbasa		
Meat -- F	Pepper steaks/Cheese steaks		
Meat -- F	BBQ beef or pork		
Meat -- F	Pork Sandwiches		
Meat -- F	Roast Beef		
Meat -- F	Sausage & Peppers		
Meat -- F	Smoked meats/chicken		
Meat -- F	Stir Fry		
Meat -- F	Turkey Legs		
Meat Other -- F	Other (describe)		
Pizza -- F	(no subcategories)		
Salad -- F	(no subcategories)		
Sandwiches/Wraps -- F	Chicken		
Sandwiches/Wraps -- F	Corned Beef		
Sandwiches/Wraps -- F	Falafel		
Sandwiches/Wraps -- F	Grinders		
Sandwiches/Wraps -- F	Pitas		
Sandwiches/Wraps -- F	Vegetarian		
Sandwiches/Wraps -- F	Sloppy Joes		
Sandwiches/Wraps -- F	Other (describe)		
Seafood -- F	Chowder		
Seafood -- F	Clam Cakes		
Seafood -- F	Crab Salad		
Seafood -- F	Fish & Chips		
Seafood -- F	Fried Clams/scallops		
Seafood -- F	Lobster Bisque		
Seafood -- F	Lobster Rolls		
Seafood -- F	Seafood Other (describe)		
Soups -- F	Chili		
Soups -- F	Corn or other chowder (not seafood)		
Soups – F	Other (describe)		
Sweets/Desserts -- F	Apple Crisp/Apple Buns		
Sweets/Desserts -- F	Apple Fritters		
Sweets/Desserts -- F	Belgian Waffles		
Sweets/Desserts -- F	Bulk or Packaged Candy		
Sweets/Desserts -- F	Candied Apples		
Sweets/Desserts -- F	Cheesecake		
Sweets/Desserts -- F	Chocolates		
Sweets/Desserts -- F	Cinnamon Buns		
Sweets/Desserts -- F	Cookies/Brownies		

Sweets/Desserts -- F	Cotton Candy		
Sweets/Desserts -- F	Donuts		
Sweets/Desserts -- F	Dried Fruits		
Sweets/Desserts -- F	Elephant Ears		
Sweets/Desserts -- F	Fruit/Fruit cups		
Sweets/Desserts -- F	Fudge		
Sweets/Desserts -- F	Funnel Cakes		
Sweets/Desserts -- F	Ice Cream/Popsicles/Frozen Yogurt		
Sweets/Desserts -- F	Nuts		
Sweets/Desserts -- F	Other (describe)		
Sweets/Desserts -- F	Pastries/Pies/Cakes		
Sweets/Desserts -- F	Popcorn/Kettle Corn/Pretzels/Snack Foods		
Sweets/Desserts -- F	Shaved Ice/Italian Ice		
Sweets/Desserts -- F	Strawberry/Peach Shortcake		
Vegetables -- F	Baked Beans		
Vegetables -- F	Baked Potato		
Vegetables -- F	Corn on the Cob		
Vegetables – F	Other		

Use the space below for any additional items you may have.

Product category	Product subcategory	Check here	Prices & Notes

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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):	