

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

2024 RETAIL CONCESSIONS APPLICATION

Application process and timeline:

- Applications are accepted from October 2023 until August 1, 2024. 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 2024 Fair.

Exhibit*	\$20 per front foot	☐ \$10 per front foot				
Retail Sales	S45 per front foot	Section \$25 per front foot				
Type of Concession:	Commercial/Privately Owned	Civic/Non-Profit Organization				
If not, please explain:						
Is the business owner the operator of the concession? \Box Yes \Box No						
Email:						
Business Phone: ()	Cell Phone: ()	FAX()				
Address:	City, State, Zip:					
Booth Name (If different from Conces	sion Name):					
Business/Concession Name:						
Concession Contact Name:						

*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? \Box Y \Box 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 #:	Location Assigned:	Date Contract Sent: By:				

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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 \$80 for first location and \$33 for each additional location under the same concessionaire's name. The insurance carrier requires an additional \$15.00 per vendor as an annual membership fee.

<u>Tax Registration Number</u> 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 <u>www.ct.gov/drs</u>.

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:	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?				
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.	Front			
Preferred Locations An additional fee of \$100.00 will be added to the contract cha	rges for all corner lots.			
	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 (<i>write the quantity required, i.e. 2- 20</i> 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).			

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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

Attached proof of Federal and Connecticut tax IDs

Please note: Incomplete applications will not be considered.

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 Truck Policy (from Concessionaire Instructions, Rul <u>Stock trucks are not allowed on the Woodstock Fairgrou</u> <u>Concessions Manager.</u> First priority for stock truck place maintain the aesthetic quality of our Fair, most stock true areas.	<u>unds except by explicit permission of the</u> cement, if available, is given to food vendors. To
Contact Name: C	Cell #:
Company Name:	
	Space Layout
Stock Truck Information: Length= Width=	Back
Vehicle or Trailer Plate ID: State Plate #	
Electrical Requirements:	
Type of connection required: 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)	
	Front
	ded 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):		nitials):			