



# 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](http://www.woodstockfair.com) • Email: [concessionsmanager@woodstockfair.com](mailto: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.** Please do not send payment with your application.
- A contract will be emailed or mailed if you are accepted for the 2024 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: \_\_\_\_\_

<b>Type of Concession:</b>	<u><b>Commercial/Privately Owned</b></u>	<u><b>Civic/Non-Profit Organization</b></u>
Retail Sales	<input type="checkbox"/> \$45 per front foot	<input type="checkbox"/> \$25 per front foot
Exhibit*	<input type="checkbox"/> \$20 per front foot	<input type="checkbox"/> \$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:
Send applicant confirmation application was received	Confirmed by:	<input type="checkbox"/> Email <input type="checkbox"/> Phone call	Date:
Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Manager's Signature	Date:	
Rejection Reason:			
New Vendor Contract #:	Location Assigned:	Date Contract Sent:	By:



**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?*

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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.**

**PLEASE INCLUDE ANY REFERENCES WITH APPLICATION**

