



# 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 x 106 • Fax: (860) 963-2407

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

### 2023 RETAIL CONCESSIONS APPLICATION

#### Application process and timeline:

- **Applications are accepted from October 2022 until August 1, 2023.** 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 2023 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/Privatey Owned                      Civic/Non-Profit Organization

Retail Sales                                       \$45 per front foot                                       \$25 per front foot

Exhibit\*     \$20 per front foot     \$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:

#### 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



**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.**



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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? <input type="checkbox"/> Y <input type="checkbox"/> N	Initials _____	Date:
Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Manager's Signature	Date:	
Rejection Reason:			
Permit #:	Parking Location:	Permit Printed(Initials):	