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 RETAIL 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**
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? ☐ 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 #:	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 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.

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-40amp **($80)**
_____ 208v-60amp **($135)**
_____ 208v-100amp **($180)**

_____ 208v-30amp **($60)**
_____ 208v-50amp **($105)**
_____ 208v-70 amp **($170)**
_____ *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: _____ 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 Certificate of Insurance by Fair time.
- ☐ 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, 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):	