

Important information for the 160th Woodstock Fair

September 3-6, 2021

Vendor/Exhibit Hours:

Friday-Sunday	9AM-10PM
Monday	9AM-6PM

Check in Times:

Mon-Wed, 8AM-8PM and Thursday 8AM-1PM at the North Gate Entrance.

Please see signs on Route 169 or set GPS to 23 Roseland Park Rd, Woodstock CT

Trailer staging for busier times will be at the bottom of the hill near the church.

Vendors will **not** be permitted early access to the grounds unless authorized by Fair Management. No exceptions.

Parking: Complimentary vendor parking is located on Stone Bridge Road with shuttle service available during the Fair. The shuttle bus service will end at 6 pm on Monday. **The North Gate field is not available for parking.** Handicap parking is available at the private lots.

NDDH Update for Food Vendors: All Health Department permits must be obtained directly from the Northeast District Department of Health (NDDH) www.nddh.org. All applications and fees will be handled by the NDDH not the Woodstock Fair. This fee has been removed from all contracts. Questions may be answered by contacting the NDDH at (860)774-7350, email@nddh.org or visiting www.nddh.org.

NDDH will have F.A.S.T. training on the fairgrounds Thursday, September 2, 2021, 6PM-8PM. There is no charge for this class; please register with NDDH by calling 860-774-7350.

Insurance Update for All Vendors: The \$80.00 insurance fee has been removed from all contracts. Vendors must provide a current certificate of insurance *naming the Woodstock Agricultural Society, Inc. as an additional insured* for the dates you are on the fair grounds. If you plan to purchase insurance through the Woodstock Fair, please include the additional \$80.00 fee with your contract and payment.

Recycling of cardboard and cooking oil is mandatory! The contract includes a \$25.00 recycling fee for the 2021 Fair. All cardboard and cooking oil must be recycled properly.

During set-up week and throughout the Fair, Vendors are responsible for bringing all cardboard and cooking oil to the approved containers in the designated locations on the grounds. Containers will be clearly marked with signage. Vendors will be informed of container locations at check-in. Cardboard boxes **must be broken down**; no trash. There is no pick-up of cardboard during/after the Fair.

Fire Extinguishers: As per the "Concessionaire Instructions, Rules & Regulations", all vendors must have a currently inspected fire extinguisher at the booth. As a reminder, **"It is the vendor's responsibility to obtain the appropriate fire extinguishers. Vendors will not be permitted to open at the Fair without approval from the Woodstock Fire Marshal."**

Plastic Bread Trays: Food vendors who have bread deliveries must remove all trays from the property at the end of the Fair. Plastic bread trays left on the grounds cost the Fair a significant amount of time and expense to remove. Unfortunately, this is a cost caused by a few that will have to be passed on to food vendors if the current situation is not reversed. Let's turn this around and please take your plastic trays with you!

Important Contact Info:

Ice Delivery: Boy Scout Troop 27. The number to call or text will be provided at check-in.

Northeast Propane: 860-779-3755

Osterman Propane: 860-564-2731

Performance Food Group: Tom LaFleche 860-428-5327 or 413-846-5499 x 65015

KAPA Foods: Paul Gilbert 508-943-5021

CASELLA Waste: Mike Burns 508-326-2235

Woodstock Fair Extensions:

Concessions: 860-928-3246 x 106

Administration: 860-928-3246 x 100

Electrical: 860-928-3246 x 114

Security: 860-928-3246 x113

EMERGENCY: 911

Best Booth Contest:

The Woodstock Fair will award prizes to the best displayed booths that are neat, professional, and provide excellent customer service in three categories: Retail, Food, and Crafts. Winners will receive a commemorative plaque and bragging rights.

All spaces must be paid in full prior to setting up. Remaining balances will incur a \$100 fee. Balances are due in full by August 6th. After August 6th, only a money order or a credit card will be accepted. Please note all credit card payments will incur a 3% convenience fee.

Only credit cards including a 3% convenience fee will be accepted at the North Gate. No cash or checks. If must pay an outstanding balance in cash, you will be directed to the Administration office with a form showing your balance due and late fee. Once paid you will need to return to the North Gate with your receipt to acquire your tickets/parking passes. Additional vendor tickets (\$9.00 each) will be sold at the Admin office, NOT at the North Gate.

Vendors with Multiple Reps: You are responsible for distributing tickets/parking passes to your employees. NO REFUNDS in the event that a rep has to pay to get in. NO EXCEPTIONS.

New Vendors: Please let us know at check-in if this is your first year with us, and we will escort you to your spot.

2022 Deposits: The Woodstock Fair will accept cash, check or credit card deposits. The concessions office will take check or credit cards **only**. ***Please note that credit card deposits will incur a 3% convenience fee.*** Cash deposits must be brought to the Fair's bank window during the below listed hours **only**. Cash will be counted/held and the vendor will be given 2 receipts - one to bring to the concessions office in order for the 2022 deposit to be recorded and the second one for their records.

Cash deposits may be brought to the Fair's bank window **Monday, 10 AM – 4 PM.**