



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

2022 RETAIL CONCESSIONS APPLICATION

Application process and timeline:

- **Applications are accepted from October 2021 until August 1, 2022.** 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 2022 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. 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

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___ 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.

