



130th Bolton Fair

August 10th - 12th 2012

Commercial Vendor Rules & Information



DATES

We have changed our schedule! New this year will be a full day Friday and longer hours on Sunday. We will not be open Thursday except for the Midway only. The entire fair will be open 3 days (Friday – Sunday) from 9am to 9pm.

	<u>Fair Hours</u>	<u>Vendors Open</u>	<u>Vendor Set-up</u>
Thursday, August 9 th	midway only	setup only	8 am – 4:00 pm
Friday, August 10 th	9am - 9 pm	9 am – 9 pm	6 am – 8:30 am
Saturday, August 11 th	9am - 9 pm	9 am – 9 pm	6 am – 8:30 am
Sunday, August 12 th	9am - 9 pm	9 am – 9 pm	6 am – 8:30 am

VEHICLES Insurance Regulations prohibit vehicles moving on the fairgrounds when the fair is in operation.

COMING & GOING Our fairgoers expect to find and enjoy the activities and events we have advertised. You must not break down your display before the advertised closing time.

RAIN or SHINE The Bolton Fair will be held rain or shine. The fairgrounds are often windy; canopies must have corners heavily anchored. There will be no refund for any reason. New England weather is unpredictable but the fair must go on - come prepared!

BOOTHS/DISPLAYS Space under tables visible to the public should be covered to the ground. Displays should be neat, professional and safe to the public.

TENT & TABLE RENTAL You may rent a tent and tables through the Bolton Fair's tent vendor. Contact Callahan's Rent a Tent at 978-368-7609. If you rent a tent from another vendor, you must put it up and take it down yourself. Our contract with our tent supplier does not allow for other tent vendors on the fairgrounds.

OVERNIGHT It is possible to stay overnight on the fairgrounds in your van or camper. Please make arrangements with us before your arrival. Space is limited and there are no water or electrical hook ups available.

INSURANCE All vendors agree to carry liability insurance and will provide proof.

ELECTRICITY There is electricity available. Please see electrical requirements sheet for prices. Generator use is not permitted except with permission.

ANIMALS No pets or animals are allowed.

SECURITY Security personnel are on the fairgrounds. Many exhibitors leave the bare bones of their exhibit on their space. However, the fairgrounds are large and The Bolton Fair will not guarantee the safety of anything left unattended.

ADVERTISING This is an annual event extensively advertised in all available local media including radio, newspapers, the internet, etc.

FINAL INFORMATION **Complete** vendor packages will be sent immediately prior to the fair and include exhibitor passes, map of the route 495/Bolton/Lancaster area and other pertinent information.

BALLOON SALES/RAFFLES/DRAWINGS Balloon sales or give-aways are prohibited. All raffles, drawings, etc., free or otherwise, must be pre-approved by Commercial Director. No Pets or Bicycles are allowed.

SUBLETTING Subletting of space is prohibited.

BOLTON FAIR MERCHANDISE The sale of merchandise bearing The Bolton Fair Logo is only authorized with approval of the Licensor and the execution of additional agreements and the payment of license fees.

SURVEYS/QUESTIONAIRES Surveys and questionnaires, etc., must be pre-approved by the Licensor.

TRASH You must leave your space as you found it. **You are responsible for hauling away your own trash.**

SPACE LOCATION The Licensor reserves the right to relocate any exhibitor right up until fair time.

BADGES Commercial Vendors will be issued vendor badges again this year. These badges can be picked up the day of your set-up at the Fair office on-site. All vendors will be issued four badges per booth. These badges gives you entrance into the fair for all four days. Additional badges will be sold at the discretion of The Bolton Fair Committee at the rate of \$25.00 each. If denied, the vendor may purchase additional tickets at the discounted rate of \$8.00 each per day.

CONFIRMATION Your receipt of this License is your invitation to the 2012 Bolton Fair. If you are applying for the first time, the License must be approved by the Licensor before it is considered final. Your cancelled check is your confirmation. Early submittal is encouraged as the documents are reviewed in early May.

When completing the License please do not use "same as last year" in the merchandise or space requirements section. Please fill out the form completely to ensure timely processing.

Any questions contact The Fair at info@boltonfair.org.

Commercial License

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The Licensee agrees to hold the Licensor harmless and without financial responsibility for any damage to any property owned by the Licensee while upon the Licensed Premises, and further agrees to protect and hold harmless the Licensor from any claims, suits, legal actions or responsibility for any injuries received by any person or persons while upon the Licensed Premises. Upon request the Licensee agrees to furnish a surety liability bond satisfactory to Licensor for faithful performance of these conditions. The Licensee agrees not to sublet the Licensed Premises.

The licensee also understands that The Bolton Fair is held outdoors and accepts all conditions of weather, grounds, and placement etc. and agrees not to hold The Bolton Fair liable for any reason. The Licensee also agrees to pay all Bolton Fair legal costs for any legal actions taken against the Bolton Fair Inc.

Licensor reserves the right to determine any product offered for sale by the Licensee not to be in the best interest of the Fair and its patrons, and to prohibit display and/or sale of said product.

The Rules and Information attached hereto constitute and are hereby made part of this License.

This License is subject to approval of The Bolton Fair, Inc.

Printed Name _____ Title: _____
Date: _____
State Tax ID or SS # _____
Business Name: _____
Address: _____ Phone (day) _____
_____ (evening) _____
Email Address _____

It is very important to submit an email address for notifications of last minute notices, changes or updates. Updates and notices will only go out via email.

Signature of Licensee or Representative: _____

Any questions contact:

info@boltonfair.org

Bolton Fair Office (978-365-7206)

Bolton Fair Fax (978-365-2120)

THE BOLTON FAIR

ELECTRICAL REQUIREMENTS

1. All electric wiring and equipment must comply with the Commonwealth of Massachusetts Electrical Code, with special attention to: Article 525 "Carnivals, Circuses Fairs and Similar" and Article 250 "Grounding and Bonding"

***All connections subject to review by the electrical inspector
All service connections must be approved by the fair management***

2. No cooking by electricity and no other electrical equipment to be used without special permission from the Commercial office and recorded on your contract.
3. All 120 volt 20 amp receptacles are GFCI (ground fault circuit interrupter) protected. Protection must not be bypassed. Equipment which trips GFCIs is considered unsafe and must be repaired.
4. All trucks, trailers and other metal concession stands with installed wiring require a service disconnect with over current protection. Grounding rod is required.
5. All lighting within reach of the public is to have suitable guards. All cords and plugs to be copper conductor grounded type (two wire cords are not permitted). All junctions of cables, outlet boxes or other connection points to be mounted off the ground.

***The above requirements are for the safety of the public and for you
This is part of your contract with the Bolton Fair and must be followed***

Thank you for your cooperation – *The Bolton Fair*

POWER COST CHARGES

Cords used shall be copper and suitable for the amperage of breakers requested.

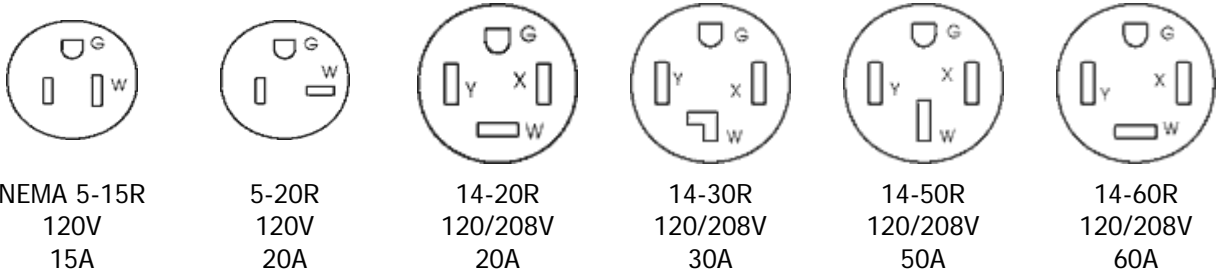
Power requested shall be billed as follows:

<u>VOLTAGE</u>	<u>AMPERAGE</u>	<u>COST</u>	<u>AWG - Wires</u>	<u>NEMA Plug</u>
120V	20A	\$85.00	12-3	5-15P or 5-20P
120/208V	20A	\$135.00	12-4	14-20P
120/208V	30A	\$175.00	10-4	14-30P
120/208V	50A	\$245.00	8-4	14-50P
120/208V	60A	\$245.00	6-4	14-60P
120/208V, 3Ø	100A	\$490.00	2-5	100A camlock

If grounding of trailers or metal stands is done by the fair electrician, it will cost \$35.00.

The fair power system is 120/208V three-phase, so the phase to phase voltage provided here is 208 volts, not 240 volts. This may be low for some appliances.

We provide the low cost straight blade NEMA receptacles. Plugs or adapter cords for twist lock or special connectors can be arranged at additional cost by request. Please make prior arrangements so we can acquire any special receptacles needed.





The Bolton Fair, Inc.

**Please complete this form and return to the Bolton Fair by
mail or fax before Sunday July 1st 2012.**

Application for Commercial Liability Insurance

Business Name _____

Contact Name _____

Business Address _____

City _____ State _____ Zip _____

Business Phone _____ Tax ID # _____

Years of Experience _____

Types of Foods or Product _____

No of Booths or Stands _____

Cost of Insurance \$175.00 per booth/stand (if different food or product)
Payment must be made in cash or money order if paid after July 29th, 2012.

Ever cancelled or refused coverage _____

If "Yes" please explain on back of form.

Number of Claims in Last 3 Years _____

I attest that the information provided above is true and correct.

It is understood and agreed that no insurance is in effect until this information form is accepted by
The Bolton Fair in writing.

Signature _____ Date _____