

**Office Use Only**

Application received \_\_\_\_\_  
Check received \_\_\_\_\_  
Cert of Insurance \_\_\_\_\_  
Application # \_\_\_\_\_

# The Bolton Fair Inc. Commercial License

**2017**

LICENSE entered into by and between The Bolton Fair, Inc., hereinafter called the Licensor and \_\_\_\_\_, hereinafter called the Licensee. The Licensee agrees to rent space on the Licensor's grounds on August 11, 12, 13, 2017 for purposes of selling the following products:

Insert product and prices here: \_\_\_\_\_

*Attach additional Sheets if necessary.*

Size of space requested: **Frontage** \_\_\_\_\_ **Depth** \_\_\_\_\_

*(If using a trailer, include hitch, awnings & ropes when calculating the size of your space.)*

Description of trailer or booth (please send picture, plan or drawing) \_\_\_\_\_

<b>Space</b>	
Base rental fee 10x10 space	\$ <u>300.00</u>
Extra space @\$3.00 per sq. ft.	\$ _____
Electrical Requirements (see encl. sheet)	\$ _____**
Voltage _____ Amperage _____	
Late fee	\$ _____
20% of fee for licenses received after 6/1/2017	
Insurance Coverage	\$ <u>175.00</u> ***
Total Fee Amount (payable with license)	\$ _____

To calculate the additional **outdoor space** cost, multiply the additional square footage by \$3.00. For example, a 10x20 space would cost an additional 300.00. Tent stake-out area, material storage, etc. all count in the area calculations. There are restrictions on exhibit space depth call the fair office for details. Enter total space requested above

**Front:** \_\_\_\_\_ **ft** **Back** \_\_\_\_\_ **ft.**

### **Make Checks Payable to: The Bolton Fair, Inc.**

The Licensee agrees to furnish Licensor certificates for public liability insurance as outlined below:

Commercial General Liability	\$500,000.00	each occurrence
	\$500,000.00	general aggregate
		Including Property Damage and Products/Completed Operations

**Cancellation Notice: 30 Days**

**Coverage Period: August 7th – 21st, 2017**

The Licensor is to be listed as ADDITIONAL INSURED (only with respect to the operations at the Bolton Fair, Inc., this period must include set-up and breakdown times). The insurance company must be licensed to transact business in The Commonwealth of Massachusetts and have an A. M. Best Rating of A VII or better.

\*\* Minimum electrical charge is \$85.00. Please see enclosed sheet for additional requirements.

\*\*\* If a signed, original certificate is enclosed with this commercial license you may deduct this amount. If we receive the signed original certificate by July 4th, 2017, the \$175.00 will be refunded to you. If you do not send the \$175.00 or a certificate, your application will be returned.

### **Signatures and Contact Information On Back**

**PO Box 154 • Bolton, MA 01740 • Office (978) 365-7206 • Fax (978) 365-2120**  
[info@boltonfair.org](mailto:info@boltonfair.org) • [www.boltonfair.org](http://www.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](mailto:info@boltonfair.org)

Bolton Fair Office (978-365-7206)

Bolton Fair Fax (978-365-2120)



# 135th Bolton Fair

August 11<sup>th</sup> - 13<sup>th</sup> 2017

## Commercial Vendor

### Rules & Information



#### **DATES**

**We have moved to August!** In order to expand our fair we have decided to schedule the Bolton Fair during August. The entire fair will be open 4 days (Thursday – Sunday).

	<b>Fair Hours</b>	<b>Vendors Open</b>	<b>Vendor Set-up</b>
Thursday, August 10 <sup>th</sup>	midway only	setup only	8 am – 4:00 pm
Friday, August 11 <sup>th</sup>	9 am - 9 pm	9 am – 9 pm	6 am – 8:30 am
Saturday, August 12 <sup>th</sup>	9 am - 9 pm	9 am – 9 pm	6 am – 8:30 am
Sunday, August 13 <sup>th</sup>	9 am - 6 pm	9 am – 6 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 10 X 10 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 2017 Bolton Fair. If you are applying for the first time, the Licensor must approve the License 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](mailto:info@boltonfair.org).



# The Bolton Fair, Inc.

Please complete this form and return to the Bolton Fair  
by mail or fax **before** Friday July 1<sup>st</sup> 2017.

## 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 August 1<sup>st</sup>, 2017.

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 \_\_\_\_\_

# 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. It should be noted that GFCI's are now available for 30 and 50 amp receptacles. It is likely these will be required in the future. It would be wise to assure your equipment has separate ground and neutral wiring and could be used with such circuits.
4. No alteration or repair of the fair electrical equipment including receptacles is permitted. Contact the fair management for adjustments.
5. All trucks, trailers and other metal concession stands with installed wiring require a service disconnect with over current protection. Grounding rod is required.
6. 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.
7. We have a new electrical inspector and he is expected to be concerned with some past sloppy practices. In particular:
  - Plugs and connectors must be neatly wired with the cable jacket properly anchored by the strain relief. The plug should not be hanging from the inner conductors of a power cord.
  - Cord connectors, for example between an extension cord and the load plug, shall not be laid on the ground. Suggested wiring elevation Camco 43061 or Camping World #69171.
  - Cables shall not be placed in traffic paths or within areas accessible to the public unless buried or covered by a mat.
  - Cords must be listed for extra-hard usage.
  - Splices in flexible cords are not permitted.

***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*

## PLEASE SEE NEXT PAGE FOR ELECTRICAL CHARGES

## POWER COST CHARGES

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

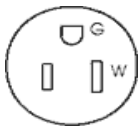
Power requested shall be billed as follows:

<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	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,3 $\phi$	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.

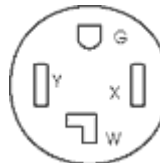
We provide the low cost straight blade NEMA receptacles. Plugs or adapter cords for twist lock or special connectors can be arranged at additional cost by request. Please make prior arrangements so we can acquire any special receptacles needed.



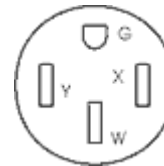
NEMA 5-15R  
120V  
15A



5-20R  
120V  
20A



14-30R  
120/208V  
30A



14-50R  
120/208V  
50A



14-60R  
120/208V  
60A