



The 140th Bolton Fair

August 11th - 13th 2023

Commercial Vendor

Rules & Information



NEW THIS YEAR. THE FAIR WILL NOT BE OPEN ON THURSDAY EVENING, SO VENDORS MAY SETUP TILL 9:00 PM.

All Vendors agree to abide by all federal, state and local health and safety protocols to include the Nashoba Boards of Health and the Bolton Fair Inc.

	<u>Fair Hours</u>	<u>Vendors Open</u>	<u>Vendor Set-up</u>
Thursday, August 10 th	NONE	setup only	8 am – 9:00 pm
Friday, August 11 th	noon - 9 pm	noon – 9 pm	6 am – 11:00am
Saturday, August 12 th	9 am - 9 pm	9 am – 9 pm	6 am – 8:30 am
Sunday, August 13 th	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 local and regional media including radio, print and social media, etc.

****WEEK OF FAIR - FINAL INFORMATION**** Complete vendor packages can be picked up at the fair office on Thursday of fair week and include exhibitor passes and other pertinent information for this year. You will be emailed final information about 10 days before fair.

BALLOON SALES/RAFFLES/DRAWINGS Balloon sales or give-ways are prohibited. All raffles, drawings, etc., free or otherwise, must be pre-approved by Fair Manager. 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 Commercial Director at the rate of \$25.00 each. If denied, the vendor may purchase additional tickets at the discounted rate of \$10.00 each per day.

CONFIRMATION Your receipt of this License is your invitation to the 2023 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 June.

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 please contact the fair at info@boltonfair.org.

Office Use Only

Application received _____
Check received _____
Cert of Insurance _____
Application # _____

The Bolton Fair Inc. Commercial License

2023

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 of 2023 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) _____

Space

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 7/31/2023	
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 1st – 15th, 2023

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 24th, 2023, 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 • www.boltonfair.org

Commercial License

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The Licensee agrees to hold the Licenser 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 Licenser 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 Licenser 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.

Licenser 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, Inc.

Please complete this form and return to the Bolton Fair
by mail or fax **before** Monday July 24th 2023.

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 24th, 2023.

Ever canceled 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. All 120V 15/20 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 breakers are now in use for many 30 and 50 amp receptacles. It would be wise to assure your equipment has separate ground and neutral wiring and could be used with such circuits.
3. No alteration or repair of the fair electrical equipment including receptacles is permitted. Contact the fair management in advance for special requests.
4. All trucks, trailers and other metal concession stands with installed wiring require a service disconnect with over current protection. Grounding rods are required for portable / supplemental panels.
5. All lighting within reach of the public is to have suitable guards. ***All extension cords and plugs are to be copper conductor grounded type (two wire cords are not permitted) and a minimum of 12AWG rated for heavy and outdoor use.*** All junctions of cables, outlet boxes or other connection points are to be mounted off the ground. Splices in flexible cords are not permitted.
6. 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.
7. Cord connectors, for example between an extension cord and the load plug, shall not be laid on the ground.
8. Cables shall not be placed in traffic paths or within areas accessible to the public.

***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.

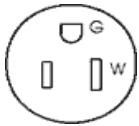
Power requested shall be billed as follows:

<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,3Ø	100A	\$490.00	2-5	100A camlock

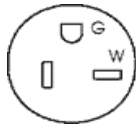
If grounding of trailers/stands or installation of connectors is done by the fair electrician, it will be at the hourly rate of the electrician providing the service and subject to their availability.

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.

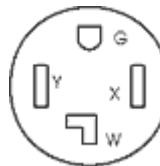
We provide straight blade NEMA receptacles and camlock connections. Plugs or adapter cords for twist lock or special connectors can be arranged at additional cost by request. Please make prior arrangements so we can acquire any special receptacles needed.



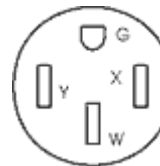
NEMA 5-15R
120V
15A



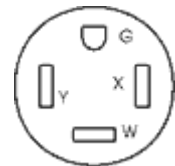
5-20R
120V
20A



14-30R
120/208V
30A



14-50R
120/208V
50A



14-60R
120/208V
60A