



The 141st Bolton Fair

August 9th - 11th 2024

Commercial Vendor

Rules & Information



THE FAIR DOES NOT OPEN UNTIL NOON ON FRIDAY. Vendors may set up on Thursday until 9 PM and on Friday morning until 11 AM. All vehicles MUST be off the fairgrounds by 11:30 AM on Friday.

All Vendors agree to abide by all federal, state and local health and safety protocols to include those issued by the Town of Lancaster and Nashoba Associated Boards of Health.

	<u>Fair Hours</u>	<u>Vendors Open</u>	<u>Vendor Set-Up</u>
Thursday, August 8 th		Setup only	8 am – 9 pm
Friday, August 9 th	Noon - 9 pm	Noon – 9 pm	6 am – 11 am
Saturday, August 10 th	9 am - 9 pm	9 am – 9 pm	6 am – 8:30 am
Sunday, August 11 th	9 am - 6 pm	9 am – 6 pm	6 am – 8:30 am

Please Note: The fair will close at 6 pm on Sunday however the midway/amusement ride areas may remain open beyond that time depending on attendance. There will be no vehicles allowed in or near the midway areas until there are no longer patrons on the fairgrounds.

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

COMING & GOING Our fairgoers expect to find and enjoy everything the fair has to offer for the entire day. Do not break down your displays or close before the advertised closing time of the fair.

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 refunds 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 The Bolton Fair has an on-site vendor for tents, tables and chairs. Callahan's Rent a Tent can be reached at 978-368-7609. If you plan to rent any of these items - please make arrangements with them well in advance. 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 may be possible to stay overnight on the fairgrounds in your van or camper, pending space availability and at additional cost. Please make arrangements with us before your arrival. Water and electrical hook ups are very limited.

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

ELECTRICITY There is electricity available. Please see the electrical requirements page for regulations and pricing per connection. All extension cords used on the fairgrounds must be heavy gauge, 12 AWG. Generator use is not permitted.

PETS & BICYCLES No pets (with the exception of service animals) are allowed. Bicycles are not allowed on the fairgrounds or in patron parking lots.

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.

****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 the Fair Manager.

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.

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 place or relocate any vendor or exhibitor on the property at any time.

BADGES Commercial Vendors will be issued vendor badges. These badges can be picked up the day of your set-up at the Fair office. All vendors will be issued four badges per 10 X 10 booth. These badges give you entrance into the fair for all three days. Additional badges will be sold at the discretion of the commercial director at the rate of \$25.00 each.

CONFIRMATION Your receipt of this License is your invitation to the 2024 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

2024

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 9, 10, 11 of 2024 for purposes of selling the following products:

Insert product and prices here: _____ _____ _____ <i>Attach additional Sheets if necessary.</i>

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 7/1/2024	
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.
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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, 2024

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 5th, 2024, 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

Commercial License

Page Two

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. All 120V 15/20 amp receptacles are GFCI (ground fault circuit interrupter) protected. Protection will 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. Please 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 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 extension cords and plugs are to be copper conductor grounded type (two wire cords are not permitted) and a minimum of *12 AWG* rated for heavy and outdoor use. THERE ARE NO EXCEPTIONS TO THIS - YOU WILL NOT BE SUPPLIED POWER WITH LIGHTER GAUGE CORDS.**
6. All junctions of cables, outlet boxes or other connection points are to be mounted off the ground. Splices in flexible cords are not permitted. All lighting within reach of the public is to have suitable guards.
7. Plugs and connectors must be neatly wired with the cable jacket properly anchored by the strain relief. The plug can not be hanging from the inner conductors of a power cord.
8. Cord connectors, for example between an extension cord and the load plug, shall not be laid on the ground.
9. Cables shall not be placed in traffic paths or within areas accessible to the public.
10. With the exception of in areas specifically designated for camping or in circumstances pre-approved by fair management, portable generators of any type can not be used on the fairgrounds at any time. Vendors and exhibitors operating during the fair must be supplied power via fairgrounds infrastructure.
11. **All vendors and exhibitors must supply at least fifty (50) feet of appropriate gauge and type power cord to connect to the closest or most appropriate connection point.**
12. In the event that any piece of equipment, power cord, or adapter owned by the Bolton Fair is loaned to a vendor or exhibitor for use during the event - a \$100.00 cash deposit will be required and only returned after equipment is returned in the same condition.

**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

PLEASE SEE NEXT PAGE FOR ELECTRICAL CHARGES

POWER COST CHARGES

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

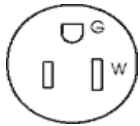
Power requested shall be billed as follows:

<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.

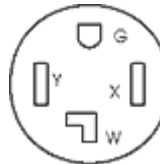
We provide straight blade NEMA receptacles and camlock connections. Plugs or adapter cords for twist lock or special connectors can be arranged at additional cost by request. Please make prior arrangements so we can acquire any special receptacles needed.



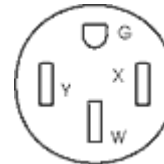
NEMA 5-15R
120V
15A



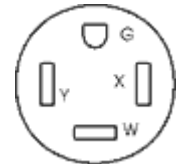
5-20R
120V
20A



14-30R
120/208V
30A



14-50R
120/208V
50A



14-60R
120/208V
60A



The Bolton Fair, Inc.

Please complete this form and return to the Bolton Fair
by mail or fax before Monday July 22nd, 2024.

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 _____

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 22nd, 2024.

Ever canceled or refused coverage _____

If "Yes" please explain _____

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 _____