

**Wapping Fair**  
PO Box 486  
South Windsor, CT 06074  
724-986-5684  
[www.wappingfair.org](http://www.wappingfair.org)

Dear Non Profit Vendor:

Here is the information regarding the 117th Wapping Fair. Once again we will be at Evergreen Walk. This year they have given us additional land on which we can expand the fair and make it an even greater success. As a returning vendor you have until April 30<sup>th</sup> to reserve your space. After that date space will be rented on a first come first serve basis.

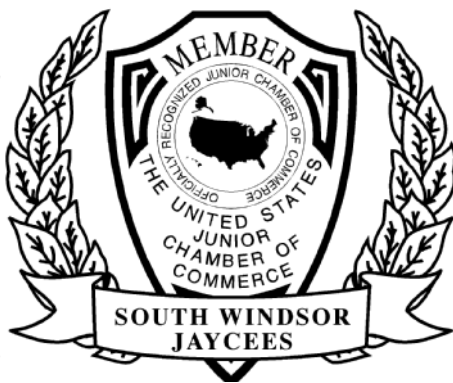
The fair dates and times are as follows:

Thursday	Sept. 10th	6:00 p.m. - 10:00 p.m.
Friday	Sept. 11th	6:00 p.m. - 11:00 p.m.
Saturday	Sept. 12th	10:00 a.m. - 11:00 p.m.
Sunday	Sept. 13th	10:00 a.m. - 6:00 p.m.

Enclosed please find a contract and rules and references. Please complete & sign both pages of the Commercial Rental Agreement Form and send along with the appropriate fee to the Wapping Fair.

Sincerely,

Will Parry  
Vendors Chairman



Presented by the  
**South Windsor Jaycees**

# Wapping Fair Rental Agreement

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town, State & Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_ CT Sales Tax No.: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fees Calculation:

\_\_\_\_\_ Outside Front Feet (min. 10 feet) @ \$10.00 per front foot \_\_\_\_\_  
(business is responsible for providing any tent/covering)

\_\_\_\_\_ Inside Front Feet (min. 10 feet) @ \$17.50 per front foot \_\_\_\_\_  
(business is located under large tent with other vendors)

\_\_\_\_\_ Additional 110V Electrical Hook Up @ \$75.00 each \_\_\_\_\_  
Space comes with 1 110v outlet.

\_\_\_\_\_ Dedicated Electrical Hook Up @ \$75.00 each \_\_\_\_\_  
Any outlets in excess of 5 amps or dedicated outlets

\_\_\_\_\_ Additional 1 Day Passes @ \$6.00 each \_\_\_\_\_

\_\_\_\_\_ Additional 4 Day Passes @ \$15.00 each \_\_\_\_\_

\_\_\_\_\_ Tables @ \$25.00 (\$75.00 refundable deposit required) \_\_\_\_\_

\_\_\_\_\_ Chairs @ \$ 10.00 (\$25.00 refundable deposit required) \_\_\_\_\_

\_\_\_\_\_ Thank You Bag Offer (\$200- Front foot fee above) \_\_\_\_\_

\_\_\_\_\_ Rules and Regulations Fee (refundable per rules) \_\_\_\_\_ **\$50.00**

\*Total Due \_\_\_\_\_

50% of \*total due with contract, remainder due by August 14th.  
Contracts received after this date must have full payment enclosed. See Payment Terms

**Make Checks Payable to: Wapping Fair**  
**Mail To: Wapping Fair, PO Box 486, South Windsor, CT 06074**

The undersigned acknowledges that they have received and agree to comply with all fees, terms, conditions, policies, rules and regulations on the Rental Agreement and Rules & Regulations of the Wapping Fair.

\_\_\_\_\_  
Commercial vendor

\_\_\_\_\_  
Date

# **Rental Agreement Vendor Layout and Product Information**

Please complete the layout of your booth, so that we may best position you in our commercial section

Rear



Front

Items to be sold, displayed or given away. Please be sure to review product restrictions listed on the rules & regulations sheet. All items must be listed.

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**THIS FORM MUST BE RETURNED WITH  
YOUR RENTAL AGREEMENT APPLICATION**

**Complete this form and send to Wapping Fair**

# Rules & Regulations

## PAYMENT TERMS & CONDITIONS:

- 50% of total payment must be submitted along with Rental Agreement to reserve location on the fairground. Remaining balance must be received no later than Friday, August 14, 2009. Vendors signing on or after August 14th must submit payment in full to have spot reserved. **In addition, all payments after August 14th must be in the form of cash, certified checks or credit card payments. Business or personal checks will not be accepted after this date. No refunds will be given.**
- Any equipment (tables or chairs) rented from the Wapping Fair is the responsibility of the vendor. All such items shall be returned to the Wapping Fair at the conclusion of the fair on Sunday. Deposits will be returned within 1 week after fair ends providing all rented equipment has been received by fair
- Businesses may book space for themselves and may not share their booth with another business. No booth will be permitted to set up until all payment & insurance issues have been settled
- Twenty Four (24) one day Vendor passes will be issued to each Vendor. Additional passes may be purchased for \$6.00 each day or \$15.00 for a 4 Day Pass. Each person will be required to submit a pass each day they are on the grounds. Vendors without passes will be asked to pay regular admission.
- There will be a \$50.00 refundable policies fee for all vendors. All vendors that have complied with the rules and regulation shall pick up there deposits no earlier than 6 p.m. on Sunday at the main office at the fair. Deposits will not be brought to or mailed to any vendor.
- Thank you bag promotion. Items will be included in the 4,000 bags given to fairgoers. Vendors must provide promotional items no later than Friday, August 14<sup>th</sup>. Promotional items may include magnets, key chains, pens, coupons, or any other promotional items. Items must promote vendor participating at the fair. All businesses may place items in 500 bags free of charge. Vendors wishing to have items in all 4,000 bags must comply with fee schedule indicated on rental agreement page

## INSURANCE

- Vendors must produce a Certificate of Insurance along with a signed contract, showing Product & Premises liability limits, (minimum amount of \$1,000,000), naming the Wapping Fair as an Additional insured. Vendors without insurance **MUST** purchase it through the Wapping Fair insurance company. Upon signing up for the fair insurance information will be forwarded to each vendor. The risk of accident or injury to commercial vendor, their employees or damage to their materials are not covered by any other insurance and must be assumed by the Commercial Vendor.

## FAIR POLICIES & REGULATIONS

- No cars or trucks will be allowed on the Fairgrounds during business hours of the fair. All vehicles must be removed ½ hour before the fair opens.
- No animals or alcoholic beverages of any kind are permitted on the fairgrounds or in the parking lots.
- Each vendor will receive 1 parking pass to have access to the vendor parking area. Only these vehicles may park in the designated area. At **NO TIME** may any vehicle park in the fire lane that surrounds the perimeter of the fair.
- All concessions must comply with Health, Safety Laws and Regulations according to the State of Connecticut, Town of South Windsor and The Wapping Fair.
- The Chairman has the authority to move any booths, tents, or trailers and outside stands.
- The Chairman has the authority to inspect booths or trailers utilized by the vendor for cleanliness and to require the removal or forbid the entrance of any such apparatus, which does not conform to the standards of the Wapping Fair.
- Wapping Fair is not responsible for any losses or damages that may occur.

## OTHER

- The fair will have extra ice for vendors to purchase if they choose. 35lb bags will be sold for \$11.00 each. They will be available at the fair food tent.

## BOOTH & PRODUCT RESTRICTIONS:

- Fee includes the following electrical connection.  
(1 Hook-up, dead front plug, 120 volt, 5 amp supply)  
  
Extra outlets or outlets that need in excess of 5 amps, as indicated above, may be rented for the fair. Please indicate number of additional outlets on Rental Agreement @ \$75 per outlet.
- Each space is 10' deep. All ropes/tents stakes, tables, chairs and displays must be set inside the space requested. If you need additional space you must request it on your application and there will be an additional charge.
- All products and displays shall be those of the business signing the agreement with the fair. Businesses may not sell, rent or give away booth space to another business or individual without written consent of the fair.
- Vendors requesting outdoor space must provide their own tent or covering.
- No concession will be permitted to sell or give away any food or beverage items. Vendors may not sell any product, which is not listed individually on the rental agreement. The Wapping Fair must rule any deviation from the written agreement.
- Vendors may not sell or give away any novelties including balloons, high strikers, crazy string, guns, swords, disappearing ink, and lasers.
- Anyone selling any illegal merchandise shall be closed for business for the rest of the fair and shall remove their tent, trailer, or booth from the Fairground immediately upon being notified by the Fair committee. No refunds will be given.
- No amplifiers, record players, radios or other musical device shall be used without the WRITTEN PERMISSION of the chairman.
- Vendor shall not give money as prizes or pay money to buy back prizes at any time.
- Vendor must display at all times in full view of the public, the prices charged for their products.
- All booths, trailers and tents must be set up and ready for inspection by Fair committee ONE HALF HOUR PRIOR to the opening of the fair each day
- No concession shall be closed or dismantled during business hours of the Fair. All concessions shall remain fully open (no closing or dismantling) during all business hours of the fair and remain so until 6:00 p.m. on Sunday.
- Each vendor must clean the ground of paper and other debris at least five (5) feet in front of his space after closing each day.
- **The fair will be awarding prizes for Best Concessions & Best in Show. Best Concessions will be judged on product display, cleanliness, preparedness and organization. Best in Show will be judged on the Overall Attractiveness of the entire booth! Top 3 in each category will be awards ribbons & prizes. Ribbons awards Saturday afternoon**