

FAIR APPLICATION  
BEDFORD DAY, SEPTEMBER 20, 2014  
FAIR: 10:00 a.m. - 3:00 p.m.

*Please return the application form with cash or check payable to "Town of Bedford" to the Bedford Recreation Department, 12 Mudge Way, Bedford MA 01730.*

**Application Deadline: August 8, 2014:** Applicants will receive confirmation that applications have been received.

**After August 8, 2104 Deadline:** Late applicants will be assigned spaces only if there are cancellations.

**September 5, 2014:** Applicants will receive confirmation or denial of application request. There are no guarantees of space availability.

**Severe Storm Date:** The Town of Bedford Bedford Day Fair and Parade are held rain or shine. If we encounter weather that is severe and threatens the safety of participants, the events will be postponed to the Saturday following the regularly scheduled Bedford Day. The decision to postpone would be made by 8:30 a.m. on the regularly scheduled Bedford Day and the information would be posted on the Recreation website ([www.bedfordrecreation.org](http://www.bedfordrecreation.org)) and recorded on the Recreation Department answering announcement (781-275-1392).

Set up: 8:00 a.m. - 10:00 a.m. Vehicles will not be permitted on Mudge Way after 10:00 a.m.

Take down: 3:00 participants pack, carry out by foot  
3:30 Mudge Way opens, participants load vehicles from booth spaces if necessary (*no vehicles before 3:30 p.m.*)

"For Profit" groups **may not sell** goods or services at the Bedford Day Fair. "For Profits" may distribute promotional material and free items.

Space assignment prioritization:

- Bedford-serving non-profit groups
- Bedford-based for profit groups\*
- Non-Bedford-based for profit groups\*

**There is no guarantee that groups will be assigned to former space.**

Per order of the Bedford Code Enforcement Department, all tarps and tents must be fire retardant (manufacturer's label to this effect must be visible).

**Please keep this cover sheet for reference.**

**FAIR:**

Group/Organization: \_\_\_\_\_

Name/Representative: \_\_\_\_\_

Address (street, town, zip): \_\_\_\_\_

Evening Phone: \_\_\_\_\_ Day Phone: \_\_\_\_\_

(Evening Phone will be primary phone contact number)

E-mail: \_\_\_\_\_

**(E-mail will be primary means of contact for fair and parade information; please include second e-mail address if there are co-chairs of your committee/group)**

**NEW: Booth spaces are approx. 12' x 15' (12' wide by 15' deep)**

Check space desired: Non-profit (\$15/space)    1 space \_\_\_\_\_    2 spaces \_\_\_\_\_

Bedford For Profit (\$60/space)    1 space \_\_\_\_\_    2 spaces \_\_\_\_\_

Non-Bedford For Profit (\$100/space)    1 space \_\_\_\_\_    2 spaces \_\_\_\_\_

***Please note that fair fees are nonrefundable.***

***Tables, chairs, canopies are NOT provided.***

**DESCRIPTION OF FAIR ACTIVITY:**

**ELECTRICITY REQUESTED?** Yes \_\_\_ No \_\_\_ Electrical connection fee: \$10.

*(Electricity will not be provided unless it is requested on this form. Electricity will not be provided in wet or rainy weather.)*

**WILL FOOD BE SOLD?** Yes \_\_\_ No \_\_\_

Groups selling food must contact the Bedford Board Of Health for guidelines, 781 - 275 - 6507. Codes will be strongly enforced and closely monitored.

**WILL MUSIC BE PLAYED?** Yes \_\_\_ No \_\_\_

Groups playing music will be assigned away from the fair band and only in spaces deemed appropriate for music. It is possible that some requests to play music will be denied if there are too many groups requesting.

**RAFFLE:** Yes \_\_\_ No \_\_\_ Raffle permits must be obtained from the Bedford Town Clerk, 781-275-0083.

**RIDES:** Description of rides:

**PERFORMANCE REQUEST:** Yes \_\_\_ No \_\_\_ Please indicate interest in performing on the lawn as part of the scheduled entertainment. Those interested will be contacted by Coordinator Rich Callahan.

**INSURANCE POLICY/CARRIER** (Insurance is mandatory for rides):

**PARADE:**

Please note that if your organization would like to participate in the parade, a separate Parade Application form must be submitted to the Recreation Department by August 8, 2014.

**Please keep a copy of this form for your reference.**