

FAIR APPLICATION
BEDFORD DAY, SEPTEMBER 23, 2017
FAIR: 10:00 a.m. - 3:00 p.m.

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

Application Deadline: August 18, 2017: Applicants will receive confirmation that applications have been received.

After August 18, 2107 Deadline: Late applicants will be assigned spaces only if there are cancellations.

September 8, 2017: 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) 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).

FAIR:

Group/Organization: _____

Name/Representative: _____

Address (street, town, zip): _____

Phone: _____

E-mail: _____

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

Live animal "prizes" including goldfish are not permitted at the Fair.

DESCRIPTION OF FAIR ACTIVITY:

Please be as specific as possible for placement and compatibility purposes.

Booth spaces are approx. 12' x 12' (12' wide by 12' 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.

Yes ____ No ____

ELECTRICITY REQUESTED (BEDFORD NON-PROFIT GROUPS ONLY)?

Electrical connection fee: \$10.

Very limited availability ; please plan alternate activity not requiring electricity.

Electricity will not be provided in wet or rainy weather.

Yes ____ No ____

WILL FOOD BE SOLD?

Groups selling food or giving food at no charge must submit a Temporary Food Application to the Board of Health. Contact the Board of health for more information 781-275-6507. Codes will be enforced and closely monitored.

Yes ____ No ____

WILL MUSIC BE PLAYED?

Yes ____ No ____

RAFFLE? Raffle permits must be obtained from the Town Clerk, 781-275-0083.

Yes ____ No ____

PERFORMANCE REQUEST? Please indicate interest in performing on the lawn as part of the scheduled entertainment.

RIDES/INFLATABLES (Must be approved by Recreation Department in advance):

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

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 18, 2017.