

HARWINTON AGRICULTURAL SOCIETY

Sponsors of

Harwinton Fair

Since 1853

HARWINTON CONNECTICUT 06791

March 19, 2019
Lisa S. Briott
95 Allen St
Terryville CT, 06786

Dear Concessionaire,

For **2019** the dates of the Harwinton Fair are Oct. **4th, 5th, and 6th**. Friday's hours will be 4pm to 9pm with the main Exhibition Building open until 9 pm. Saturday we will be open 8am to 8 pm. Sunday will be 8am until 5pm. All vendors will be set up with vehicles off the Midways by 3:00 pm. on Friday. Vehicles are not allowed on the Midways while the Fair is opened to the public.

If we correspond by USPS find enclosed two copies of your applicable contract for the Harwinton Fair and the rate schedule.

If we do business via email, I must have the signed contract, the check for the total amount, and the certificate of insurance no later than August 31st. If you are not planning on being with us this year, we would appreciate you letting us know by August 1st.

It is important to note that we require a **CERTIFICATE OF INSURANCE (COI)** with a \$300,000.00 minimum, including **product liability**, naming the Harwinton Agricultural Society as **ADDITIONAL INSURED**. The COI is executed by your agent or authorized representative, **NOT** by the concessionaire. COI must be received no later than ten days prior to the fair. No vendor will be allowed to open for business without proof of coverage. The Harwinton Agricultural Society has a blanket coverage policy available to those who wish to be covered under our insurance for \$75. If you have a Connecticut Sales Tax Number, please include it in the appropriate blank at the bottom of the contract. PLEASE direct the issuer to mail the certificate to me at the address above or email to Concessions@HarwintonFair.com.

The Torrington Area Health District requires all Food Vendors to apply for a "Temporary Food and Beverage License." Vendors who fail to apply 10 days in advance are subject to a \$100.00 fine plus the cost of the food license. If you fail your inspection, you cannot open for business until cleared by TAHD. **It is the food vendor's responsibility to contact the Torrington Area Health District to apply for said license. The phone number of TAHD is (860)489-0436 or (860)482-9787.**

The Superintendent of Concessions has determined that each vendor will receive not more than 4 passes with some exceptions. It is up to the concessionaire to distribute these passes at their discretion prior to fair time. **NO REFUNDS WILL BE MADE. If you'd like to have your passes mailed to you please provide a stamped self-addressed envelope to the address above.** Non Profits must have a Federal Certificate stating your classification.

Set up days are the Thursday and Friday prior to the Fair start time. Early Hookup is \$25.

Please return a copy of the contract with your signature, **full payment of rental fee** and insurance certificate to me before **August 1st** to insure your space. Make checks payable to **The Harwinton Agricultural Society**.

Sincerely,

Lisa S. Briotti, Superintendent of Concessions
Concessions@HarwintonFair.com, cell 860-307-1925 www.HarwintonFair.com