



Westfield Fair Concession Letter

Dates of Fair: August 20-22, 2021

Dear Vendor,

We are excited to work with you to continue to develop and grow the fair each year to provide a great experience for the public and work with you to provide a great opportunity for the best sales possible!

This year has been a challenge for all and we are going to do our best to offer a fun event for our community.

We will be operating a full event this year and have taken our schedule and events into detailed consideration for 2021. We will have a new plan for our track events along with developing sponsorship for our entertainment lineup hoping to expand the attendance for all!

Below are items we would like to address prior to the fair. We would like the attached contract completed and returned no later than July 19, 2021. We will request that all fees and proof of insurance are provided by August 1, 2021. All information should be mailed to:

Mo Freniere
209 Pochassic Road
Westfield, MA 01085

Any questions please contact:

Mo Freniere- 413-519-0466 or Mofreniere@gmail.com

Jeff Stokowski – 413-568-8383 or jeffnortheast@comcast.net

Thank you and we look forward to a great weekend at the fair!

Sincerely,

The Westfield Fair Board of Directors



Westfield Fair Concessions Contract

Dates of Fair: August 20-22, 2021

Westfield Fair Expectations:

- Contract must be returned and completed by **July 19, 2021**
- Proof of Insurance provided prior to arrival (no later than 8/1/21)
 - \$1,000,000 of commercial liability insurance naming the Westfield Fair Association as an additionally insured will be required
 - Should anyone need to be listed as rider on our insurance this must be applied for and paid by 8/1/21 for a fee of \$50
- All Concessions will be required to apply for temporary license through the city of Westfield. We will arrange for this the Friday of the fair. This requires a \$30 license fee paid at time of inspection.
- There is a \$10 Fire Inspection Fee paid at time of inspection.
- If for any reason the Fire or Board of Health inspection is not passed, at least 2 board members must be present to discuss actions needed to proceed with approval of inspector and agreement from vendor
- We would like to state that no one has exclusivity at the Fair. We will try not to duplicate certain main items of sale, but the fair has not and will not grant anyone an exclusive item on the grounds. Pursuant to that you may be asked to stop selling an item that is already being sold on the grounds, particularly if the item was not agreed upon in your contract as a main item of sale. **All food items must be listed on your contract and approved by the board of directors prior to accepting the contract.**

Contract Details- Please read carefully:

- The Fair will be held rain or shine
- Concessions trailers will be allowed to arrive beginning Sunday August 19, 2021. Should you need to make other arrangements please contact Jeff Stokowski at 413-568-8383.
- Set up must be completed by 3:00 PM Friday afternoon to allow for inspections to take place
- Vehicles are allowed to access your set up area between the hours of 10:00PM and 9:00AM **ONLY**
- All food vendors must be open and operational during fair hours.
- All vendors are responsible for maintaining the area around their booth. This area must be kept clean and free of debris and obstacles at all times.
- Passes will be given for fair entrance.
- There is no sub-leasing of any part of the space rented.
- Voice, sound or music amplified must be discussed with the Board of Directors and have prior authorization
- *The fair will not be responsible for the loss or damage due to fire, accident, vandalism, theft, natural disasters, or "acts of God" through which equipment or people may suffer.*
- Deposits are non-refundable if cancellations are made within 30 days of the event

Charges and Fees				Total
Trailer/Tent- Food	_____ #	X	\$400 each	
Trailer- Drinks ONLY	_____ #	X	\$200 each	
Fire Inspection Fee*	___ inspection(s)	X	\$10 each	
Electrical Fee*	___ Hook-ups	X	\$30 per hook-up/day	
Health Inspection* Paid at time of inspection	TO CITY	X	\$30 each	XXXXXXXXXX
Insurance Rider Fee	___ Rider(s)	X	\$50 per rider	

Subtotal
 Plus any additional
 fees _____
Grand Total \$ _____
 =====

Payments Received (Fair use only)			
	Amount	Cash/Check #	Date Rec'd
Beginning Balance			
Deposit Rec'd			
Ending Balance			

*****Electrical fee only applies if using 40 or 50 AMPS *****

***** Health Inspection fee paid at time of inspection 8/20/21 *****

Please Return Contract and \$50 Deposit to:

Mo Freniere
 209 Pochassic Road
 Westfield Ma 01085

For Questions Contact:

Mo Freniere: 413-519-0466 Mofreniere@gmail.com

Jeff Stokowski: 413-568-8383 Jeffnortheast@comcast.net

The below signed Fair Board of Directors representative warrants they have the authority to bind this agreement for the fair in its entirety. The below signed Vendor representative warrants that they have the authority to bind this agreement between Vendor and Fair.

 Vendor Representative (Please Print)

 Board of Director (Please Print)

 Vendor Signature

 Board of Director Signature

 Date

 Date