



# BEDFORD DAY FAIR APPLICATION

**Bedford Day 2023:** September 23, 2023

**Fair Time:** 10:00 AM-2:00 PM

**Set Up Time:** 8:00 AM-10:00 AM (no vehicles on Mudge Way after 10:00 AM)

**Take Down Time:** Mudge Way opens at 2:00 PM (no vehicles on Mudge Way before 2:00 PM)

\*Fair participants must commit to staying at the fair until 2:00 PM

**Application Deadline:** August 31, 2023

\*Applications received after this deadline will be assigned spaces if there are cancellations.

## Payment:

- Please include credit card information on the form.
- If you wish to pay with cash please drop the form and payment off at the Bedford Recreation Department.
- If you wish to pay with a check please make the check payable to the “Town of Bedford” and drop the form and payment off at the Bedford Recreation Department.
- **Payment required when submitting registration form.**

## Additional Details:

- “For Profit” groups may not sell goods or services at the Bedford Day Fair. “For Profit” Groups may distribute promotional material and free items.
- There is no guarantee that groups will be assigned to a former space.
- Groups must clearly display organization name if represented by a third party on registration.
- **If a group is a Non-Profit you must include proof that your group is a 501 c3.**

## Space Assignment Prioritization:

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

## Group Information:

<b>Group Organization Name:</b>	
<b>Name/Representative:</b>	
<b>Address (Street, Town, Zip Code):</b>	
<b>Phone:</b>	
<b>Email:</b> Email will be the primary means of contact for fair and parade information. Please include a secondary email if your group has more than one person responsible.	
<b>Description of Fair Activity:</b> Please be as specific as possible for placement and compatibility purposes (Note: live animal “prizes,” including goldfish are not permitted at the Fair)	

**Booth Spaces are Approximately 12' x 12' (12' wide by 12')**

Non-Profit School/Town Group (\$25/space)     1 Space     2 Spaces

Bedford For Profit Business (\$70/space)     1 Space     2 Spaces

Non-Bedford For Profit Business (\$115/space)     1 Space     2 Spaces

- Please note, fair fees are non-refundable.
- Tables, chairs, canopies are not provided

**Please answer all of the following questions:**

Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Electricity Requested (Available only to Bedford Non-Profit Food Vendors)</b> Electrical connection fee: \$30 Electricity will not be provided in wet or rainy weather
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Will Food Be Sold?</b> Groups selling food or giving food at no charge must submit a Temporary Food Application to the Bedford Health Department (781-275-6507). Codes will be enforced and closely monitored
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Will Music Be played?</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Raffle?</b> Raffle permits must be obtained from the Town Clerk (781-275-0083)
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Performance Request?</b> Please indicate interest in performing on the lawn as part of the scheduled entertainment
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Multicultural Festival Group?</b> Would you like your group placed with the multicultural festival groups?

**Additional Information:**

- **Tents/Canopies:** 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).
- **Rides/Inflatables:** Must be approved by the Bedford 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 31, 2023.

If paying by Credit Card, please print legibly:

Name on card \_\_\_\_\_ Expiration Month/Year \_\_\_\_\_

Card# \_\_\_\_\_ CVV/Security Code \_\_\_\_\_