**The Connecticut Building at the**

**Eastern States Exhibition**

**2020 AGRICULTURE VENDOR APPLICATION**

**APPLICATION DUE DATE: 3:00 P.M. FRIDAY, MARCH 27, 2020**

**Send completed form to:**

Connecticut Department of Agriculture

c/o Rebecca Eddy Murphy

Email: Rebecca.Eddy@ct.gov

EVERY BLANK MUST BE FILLED IN (OR INDICATE N/A) IN ORDER FOR THIS FORM TO BE CONSIDERED COMPLETE.

BASIC APPLICANT INFORMATION

Business/Association Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booth/Site Manager Name (if different from contact): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City / State / Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Manager Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facebook page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a new applicant or returning exhibitor? If returning, how many times have you exhibited in the Connecticut building? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please categorize your entity:

* Agricultural Business
* Agricultural Non-Profit/Commodity Association
* Agricultural Government Agency (federal, state, or local)
* Other (Please Describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be selling an agricultural product? 🞎 Yes 🞎 No

If yes, describe in detail the type of merchandise to be offered, including a detailed list with description of the individual items including retail price. Samples, or photos of each product offered are required as part of this application and only items described will be allowed for sale in your booth.

Are the products listed above at least 51% Connecticut Grown?

1. If yes, please explain where they are grown/made:
2. If no, please explain the extent of growing, processing or adding of value that occurs within the State of Connecticut.
3. What is the location source of the components or raw materials comprising the final retail product (If not from Connecticut, should at least be from the United States)?

Do you plan to sell non-agricultural products?
🞎 Yes 🞎 No

Do you plan on offering food samples? 🞎 Yes 🞎 No

* If so, describe the items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Is on-site cooking required? 🞎 Yes 🞎 No
* Will you need water? 🞎 Yes 🞎 No
* What type of cooking equipment will you be using? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If providing food samples:

* Are you ServSafe certified? 🞎 Yes 🞎 No
* Do you have a current MA Allergen Certificate? 🞎 Yes 🞎 No

**NOTE:** Proof of insurance for your business or non-profit is required. Certain government agencies may have a waiver from this requirement.

The 2020 Big E runs from September 18 – October 4, 2020. Indicate top three exhibitor date preferences. (**Must** supply 3 options. No guarantee of dates.)

Choice 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Choice 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Choice 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 We would be willing to accept dates other than those listed above.

🞎 We would like to occupy a 20’ X 10’ space.

🞎 We would like to be considered for Connecticut Day - September 23, 2019.

🞎 We would like to be placed on a waiting list for any additional days that become available.

🞎 I am interested in being a vendor on the front lawn of the Connecticut Building during Harvest New England Day on Friday, October 2, 2020.

*We will do our best to accommodate everyone, however, no date/schedule guarantees can be provided.*

**Tickets / Parking & Shuttle Passes**

To be used for only booth staffing purposes. Tickets provided only for exhibition day. (Note: no unmanned spaces or times allowed. No other personal use allowed.)

**MAXIMUM REQUEST: 4 entrance tickets and 2 parking passes per booth for each day exhibiting.** *Additional tickets available for purchase at a discounted rate.*

Tickets\_\_\_\_\_\_ Parking Passes\_\_\_\_\_\_\_ Shuttle Passes \_\_\_\_\_\_\_

Please describe the design and activities that will take place in your exhibit.
(Please submit layout diagrams or photos.)

***Attention:*** *In order to provide updated signage, offset promotional efforts and booth improvements and supplies, a one-time, non-refundable $50.00 yearly fee will be assessed to each exhibitor (non-profits and state/federal agencies exempt) selected to participate in Booth 6 and/or 7 in the Connecticut Building at the Big E.*

*Please see attached schedule for when this fee is due.*

**If selected, you will be responsible for the following:**

1. **Supplying required documents such as proof of insurance, ServSafe, MA Allergen certificate or similar certificates.**
2. **Submitting booth assessment fee by pre-determined date.**
3. **Arranging for cooking equipment to be approved by the fire marshal prior to the fair,**
4. **Proper use of tickets and parking passes.**
5. **Any taxes or additional requirements.**
6. **Adherence to all rules of the Big E and management of the Connecticut Building rules and other MA, CT and town of West Springfield laws.**

**This application is for the organization listed above, and cannot be assigned or shared with any other firm not listed, without prior consent from DoAg.**

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send completed form by **3:00 p.m., Friday, March 27, 2020** to:

Connecticut Department of Agriculture, c/o Rebecca Eddy Murphy

Email: Rebecca.Eddy@ct.gov
*The agency reserves the right to re-open the application process if deemed necessary.*