

The Connecticut Department of Agriculture Application
Agriculture Booth – Specialty Foods Booth
Booths 7(a), 7(b) and 8
CT Building - Big E 2014

The Agriculture and Specialty Foods Booths are 10x10 spaces in the Connecticut Building with the sole purpose of providing Connecticut farms, small agricultural businesses, agricultural non-profit organizations, and other specialty food companies (especially those using CT Grown product) the opportunity to market and promote their products and/or service for one day at no cost.

Not all applicants will be selected as space is limited. The booths are filled at the discretion of the Commissioner or his designee.

Applications are accepted from March 31, 2014 to May 16, 2014.

Send this completed three page form to:

Jane Slupecki
Department of Agriculture Marketing Unit
165 Capitol Avenue, Hartford, CT 06106
Fax number: 860-713-2516 Email: jane.slupecki@ct.gov

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

BASIC APPLICANT INFORMATION

Name _____

Business Name: _____

Website address _____

Mailing address _____

Mailing City/ State/ Zip _____

Application Contact Person _____

Contact Person's Title _____

Email _____ Telephone/ Extension _____

Cell Phone (required): _____ FAX: _____

1. Please categorize your entity:
- Agricultural Non-Profit/ Commodity Association
 - Agricultural Government Agency (federal, state, or local)
 - Agricultural Business
 - Specialty Food Company
 - Other (Please Describe) _____

2. Will you be selling an agricultural product? Yes No
If yes, describe _____
2a- Are the items at least 51% CT Grown? Yes No
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
-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 2014 Big E runs from September 12th to the 28th. Write the three most preferred scheduling time for your entity:

Choice 1: _____

Choice 2: _____

Choice 3: _____

- We would like to occupy a 20' X 10' space
- We would like to be considered for CT Day - September 17, 2014

We will do our best to accommodate everyone, however flexibility is appreciated to share the most popular and busiest fair days.

How many tickets/parking passes will you need to properly staff the booth?
(Note: no unmanned spaces or times allowed. These tickets and parking passes are for the day(s) you are in a booth only. No other personal use allowed.)

Tickets _____ Parking Passes _____ Shuttle Passes _____

Requests for tickets may not be fulfilled, based upon availability. You can ask us how to get additional tickets or advice about parking, if your entire request is not filled.

Provide a detailed description regarding your sampling, sales items and proposed exhibit:

Attach a sketch or photo of your booth.

If selected, you will be responsible for the following:

1. **supplying required documents like proof of insurance, ServSafe, MA Allergen certificate or similar certificates,**
2. **arrange for cooking equipment to be approved by the fire marshal prior to the fair,**
3. **proper use of tickets and parking passes.**
4. **any taxes or additional requirements.**
5. **are willing to follow all rules of the Big E and management of the CT Building rules and other MA, CT and town of West Springfield laws.**
6. **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 to: Jane Slupecki, Department of Agriculture Marketing Bureau, 165 Capitol Avenue, Hartford, CT 06106. Fax number: 860-713-2516 or by Email to: jane.slupecki@ct.gov no later than close of business day May 16, 2014. The agency may re-open the application process if deemed necessary.