



CHELMSFORD LIONS CLUB

P.O. BOX 25
CHELMSFORD, MASS. 01824

Chartered April 5, 1948

CHELMSFORD LIONS CLUB-COUNTRY FAIR COMMITTEE

April/2019

Dear Friends,

It is with pleasure that the Chelmsford Lions Club for the 32nd year will actively participate in Chelmsford's July 4th celebration this year by sponsoring the **ANNUAL COUNTRY FAIR** on the Town Common. The fair will be held this year on **Wednesday July 3rd from 5:00 PM to 11:00 PM and on Thursday July 4th from 8:00 AM to 3:00 PM.**

We extend an invitation to your organization to join us in celebrating our town's exciting Fourth of July tradition by having a booth during the fair on the Town Common. If you desire a booth space, please fill out the enclosed/attached application and, together with your check for selected booth space(s) (maximum 2 spaces); return it to the Country Fair Chairman at the address indicated on the application form. Applications will be processed on a FIRST-COME-FIRST SERVE basis based on the application postmark or email received date.

It is important to fill out the application indicating what type of merchandise you desire to sell, and what if any special electrical power requirements you may have, as there is very limited electrical power available. Applications will be considered incomplete and be returned if all areas are not completely filled-in. The postmark or email received date of the correctly filled-in application, NOT the date filled in on the application will be processed as the actual received date and booth space(s) will be assigned accordingly.

A map showing the general arrangement of the booth spaces is included to aid you in the selection of a space. Every effort will be made to honor your request, however, because of the great demand for space, each organization will be limited to a maximum of two spaces. Booth spaces will be assigned by May 15th to Chelmsford non-profit organizations, other non-profit organizations will be assigned spaces after May 15th. Other groups or individuals not having a non-profit status will be assigned spaces after May 25th.

Once processed and accepted, you will receive an acknowledgement letter/email confirming your space assignment and approval of your sales merchandise (including food and drink) and electrical requirements. Changes to either merchandise to be sold or electrical requirements **must** have the approval of the Country Fair Committee no later than June 15th. **NO** unapproved merchandise may be sold. Please Note:

- **NO** vehicles, dropping off materials, or setting up of booths will be allowed in the Country Fair area prior to 10:00 AM on Wednesday July 3. **NO** exceptions!
- Only groups or individuals with a non-profit status will be allowed to sell any type of food or drink.
- The Chelmsford Town Celebration Committee and the Chelmsford LIONS Club strongly support and encourage recycling efforts. All booth operations must continue to use the dumpster to dispose of their trash items. Where feasible booth operators are asked to separate their recyclable items and not place them in the dumpster but rather in one of the multiple designated recycle containers. This is a request and participation would be greatly appreciated.
- A representative of the Chelmsford Fire Department (CFD) Fire Prevention team will visit each booth prior to the start of the Country Fair. Every booth, cooking or not, **MUST** meet and/or exceed the minimum safety requirements established by the CFD. A detailed list of these requirements can be found in Section III of the Country Fair Booth Regulations document enclosed as part of your package. Any organization or individual that sends in an application and is awarded booth space(s) agrees to abide by and adhere to these safety requirements. The CFD has the authority and responsibility to not allow any booth to open/operate if the minimum safety requirements are not met.

If you have any questions concerning the 2019 Country Fair, please feel free to call me at 978.866.6854. I can also be reached via email at hub1943@comcast.net

Sincerely Yours,

Ron

Ron Hubbard, Chairperson



APPLICATION FOR JULY 4TH COUNTRY FAIR BOOTH SPACE
CHELMSFORD, MASSACHUSETTS

Date _____

Please Print

ORGANIZATION NAME: _____

BOOTH CHAIRMAN: (Name) _____ (Tel) _____

(Street) _____

(City/Town) _____ (Zip) _____

email _____

Alternate: (Name) _____ (Tel) _____

email _____

BOOTH SPACE REQUESTED (Limited to **TWO** spaces per Organization **IF SPACE PERMITS**):

1st Choice: _____ 2nd Choice: _____

BOOTH SPACE RENTAL FEE SCHEDULE:

5 ft Wide x 10 ft Deep **\$55.00** 10 ft Wide x 10 ft Deep - **\$85.00**

200 Watts ELECTRICAL POWER IS ALLOTTED FOR EACH BOOTH SPACE (LIGHTS)

ADDITIONAL ELECTRICAL POWER REQUESTED: _____ amps. (**Spaces 23-50 only**). Itemize the different types of electrical equipment, and power required for each piece of electrical equipment to be used:

MERCHANDISE TO BE SOLD: (if you don't declare it, you don't sell it)

Check for \$ _____ for full payment for the requested booth space is enclosed. We understand and accept the conditions for operating our booth in accordance with the Booth Operating Regulations submitted to us by the **COUNTRY FAIR COMMITTEE**. We also will limit our electrical power needs to 200 watts per booth space unless additional power has been authorized.

(Signed) _____

(Booth Chairman)

Return this application, with your Check made payable to the CHELMSFORD LIONS CLUB COUNTRY FAIR to:

CHELMSFORD COUNTRY FAIR CHAIRMAN

Ronald Hubbard

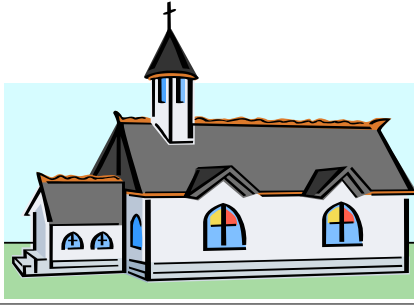
160 Daniel Webster Hwy, Apt 117

Nashua, NH 03060

SPACE FOR COMMITTEE USE ONLY

Space(s) Assigned: _____

The First Parish Unitarian
Universalist Church



Sidewalk

- Gate
- 5
- 4b
- 4a
- 3
- 2
- 1



- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16_a
- 16_b
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- 18
- 19
- 20

Gate

- 21
- 22



Dunk
Tank



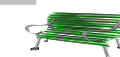
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Westford Street



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- 30
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- 24
- 23



Dumpster



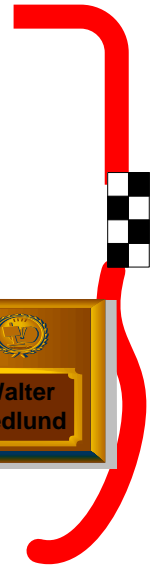
Walkway

- A-1
- A-2
- A-3
- A-4
- A-5
- A-6
- A-7
- A-8
- A-9
- A-10
- A-11
- A-12
- A-13
- A-14
- A-15

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Walter
Hedlund

2019 COUNTRY FAIR BOOTH REGULATIONS - CHELMSFORD, MASSACHUSETTS

I. BOOTH SPACE ASSIGNMENT POLICY

Booth space will be assigned on a FIRST-COME-FIRST-SERVED basis. The postmarked application or date email application received will determine the order of receipt of applications for booth spaces. Payment **MUST** be made promptly.

Chelmsford non-profit organizations will be given first priority for booth spaces; non-profit organizations not Chelmsford based will be given second priority; any spaces remaining after May 25th will be assigned to other applicants.

Space assignments are limited to a maximum of TWO SPACES per organization subject to availability.

All merchandise to be sold must have the approval of the Country Fair Committee prior to June 15th. The Committee reserves the right to limit the types of merchandise being sold as well as prohibit the sale of any merchandise deemed unsuitable for the July 4th Fair. Only non-profit organizations are permitted to sell “fast foods” and drinks (NO commercial vendors). **PLEASE NOTE:** Any organization selling beverages in sealed containers is responsible for adherence to the Massachusetts state law regarding recycling, the bottle bill. Failure to comply with this law could result in penalties and fines levied against the offending organization. The Country Fair Committee reserves the right to limit the number of booths selling food. ALL booth personnel involved in the preparation and/or distribution of any consumable product i.e. food, drink, snack etc. must wear latex gloves or other suitable hand covering that does not allow direct contact between the ready-to-consume foods being served with bare hand contact.

Any booth operation participating in “Games” will not be allowed to payout any cash denomination as a winning prize. **All vendors must clearly post the price charged for food, drink, merchandise, games, etc.**

II. BOOTH SPACES AND FEES

The COUNTRY FAIR SPACES are located on Westford Street along the Town Common between the Flag Pole and Academy Street (spaces 23 - 53) and in the Unitarian Church parking lot along the Cemetery Wall (spaces 1 – 22). Additional booth spaces **MAY** become available on Academy Street if demand for booth space exceeds all other available spaces.

The rental fee charged for each booth space is for the entire duration of the fair. Spaces are not available for only one day or any partial day.

FEE SCHEDULE: THERE ARE NO FREE BOOTH SPACES

1. FULL SIZE SPACE - 10 feet wide by 10 feet deep; **\$85.00** rental fee.
2. SMALL SIZE SPACE - 5 feet wide by 10 feet deep; **\$55.00** rental fee.

PLEASE NOTE: ALL booth activity **MUST** be confined to the limits of the physical booth space. **NO** organization or individual is allowed to sell, distribute, advertise or otherwise represent any organization outside of the physical confines of that organizations assigned booth space. This rule **WILL BE** strictly enforced.

III. FAIR HOURS AND SET UP

1. COUNTRY FAIR HOURS OF OPERATION:

Wednesday July 3rd - 5:00 PM to 11:00 PM.

Thursday July 4th - 8:00AM to 3:00PM.

2. BOOTH SET UP:

Westford Street between Academy Street and the flagpole will be closed at 10:00AM on Wednesday July 3rd for the purpose of erecting and setting up the Country Fair Booths. Booths are to be erected and ready for operation by 5:00 PM on July 3rd when the fair “officially” opens. Vehicles are allowed in the fair area for loading and unloading only and must be removed immediately to prevent a traffic jam. **ALL VEHICLES MUST BE REMOVED BY 4:30 PM IN TIME FOR THE START OF THE FAIR AT 5:00 PM.** No vehicles are allowed in the fair area during the open hours of the Country Fair. Ample parking is available in the lot behind the Baptist Church on Academy Street, St. Mary’s Church, Village Square Professional Plaza, and CVS/Friendly’s Plaza. Parking fees may apply.

- The use of public address systems (loudspeakers) by booth operators is not allowed.
- **NO** anchors or any type of fasteners may be “hammered” into any street or roadway surface.

The **Chelmsford Fire Department (CFD)** has requested that all potential booth renters be notified of following minimum fire safety requirements for the Country Fair.

1. Any booth involved in cooking/food production shall be set-up and available for Fire Department inspection no later than **4 PM on Wednesday, July 3.**

2a Any booth that uses cooking or grilling in food preparation, excluding those that may use oil for deep fat frying (see 2b), must have a minimum 5 lb. dry chemical/class ABC (minimum 2A-10B:C) fire extinguisher with an updated inspection tag.

2b Any booth using oil for deep fat frying shall have a Class K Extinguisher with an updated inspected tag. The Class K Extinguisher shall be a minimum of 10 lbs.

2c. All Food Trucks must be inspected by the Chelmsford Fire Prevention Office at 50 Billerica Rd, Chelmsford by June 15th in order to have sufficient time to address any issues. Call (978) 251-4288 to schedule an appointment. Also see attached Food Truck/Trailer Fire Regulation for further details.

3 Booths using propane shall check all connections for tightness with soapy water prior to the Fire Department inspection.

4 Any organization that covers their booth with a roof shall be required to use flame retardant plastic or canvas. EZ Up Insta Shades which display a label indicating they are flame retardant are acceptable.

The Chelmsford Fire Prevention office is available to answer any questions potential renters may have. We can be reached at **978-251-4288**. It is the intention of the Fire Department to inspect all booths prior to the opening of the Country Fair. Failure to comply with these requirements will result in the booth not being allowed to operate. Should this occur due to failure to comply there will be NO refund.

IV. TRASH DISPOSAL

It is the responsibility of booth operators to keep their areas picked up and cleared of all rubbish. BOOTH USERS WILL USE THE DUMPSTER located in the area for all rubbish. If the booth operator has items that could be recycled they should bring only those items to one of the stations set-up by the Chelmsford Recycling Committee. DO NOT bring non-recyclable items to any of these stations. Any refuse/trash container used by the booth operator be it barrel, box, or trash bag used for disposal of material such as cardboard packaging, hamburger/hot dog packaging material, soda corrugated boxes, etc. must be confined to the booth area. Booth operators must not place any form of container that they use to dispose of material during their booth operation outside the limits of their booth space. The large dumpster is available and should be used frequently.

V. POLICE PROTECTION

No additional police protection other than what is regular and customary will be provided. It is strongly recommended that valuable items be removed overnight and/or someone stay overnight with the booth. THE COUNTRY FAIR COMMITTEE OR THE TOWN OF CHELMSFORD ARE NOT RESPONSIBLE FOR ANY LOSSES DUE TO FIRE, THEFT, VANDALISM, OR ANY OTHER ACT.

VI. ELECTRIC POWER

Each booth space will have available electricity from a power distribution box. The maximum electric power for each booth space is limited to 200 watts. A limited amount of additional power (120 Volts only) will be made available to booths that declare a need and include such a request in their booth space application. Booth operators must furnish their own lighting systems and extension cord(s) or "power strips" to reach the nearest power distribution box. All wiring and electrical connections must meet O.S.H.A. and town electrical standards (2 wires plus ground) to insure a safe operation. No cable, extension cord, power "strip" or any device used to transfer electric current from one of the power distribution boxes to the booth will be allowed if there is visible evidence that due to the condition of the device such as "frayed wires", loose end(s) or damage to the outer sheathing it poses a fire risk if used.

The Country Fair Committee and the Chelmsford Fire Department will not allow and/or disconnect any electric cable if there is evidence that it is not proper for the electric load (i.e. heating of the connector or cable) or is potentially unsafe and poses a potential fire hazard.

VII. BOTTLED GAS PORTABLE GAS, DIESEL, or ELECTRIC GENERATORS ARE NOT ALLOWED.

Other power sources such as bottled gas should be used for large power applications such as cooking. All open flame installations are subject to the approval of the Chelmsford Fire Department.

VIII. BOOTH REMOVAL

ALL BOOTHS must be removed and the area cleaned up by 4:00PM on July 4th. All rubbish must be placed in the dumpster. Respect your neighbors in the surrounding booth areas. If water is to be either drained or used in a cleaning operation, please insure that this will not cause an inconvenience or hazard to individuals and organizations located "downstream". Use of common sense is strongly encouraged.

Westford Street will be vacated by the booth operators at 5:00PM for the town street sweeper, and will be opened for through traffic at 6:00 PM on July 4th. Any items not removed by booth operators by 5:00pm should be considered at risk and may be disposed of. If you want to keep it, remove it.

The above regulations are issued in compliance with policies issued by the Town of Chelmsford Board of Selectmen.

**CHELMSFORD LIONS CLUB - CHELMSFORD TOWN CELEBRATIONS
COUNTRY FAIR COMMITTEE**

Ronald Hubbard, Chairperson
160 Daniel Webster Hwy, Apt 117
Nashua, NH 03060

Telephone: C 978.886.6854 Email: hub1943@comcast.net



Chelmsford Board of Health
50 Billerica Road
Chelmsford, MA 01824
Tel: 978-250-5241 / Fax: 978-250-5244
www.townofchelmsford.us

| |
|-------------------------------------|
| <u>For Office Use Only</u> |
| Date: _____ |
| Authorization: _____ |
| Permit Number: _____ |
| Fee: Contact Board of Health |

TEMPORARY FOOD APPLICATION

Establishment/Business/Organization Name _____
 Address _____ Phone _____

Name of person responsible for this temporary food operation _____
 Address _____ Phone _____

Does your organization currently possess an annual food permit from the Chelmsford Board of Health? Y N
 If yes, circle type of permit: Food Service Retail

Name of Event _____
 Location of Event _____
 Date of Event _____ Time of Event _____ to _____

Source of potable water _____
 Method of collecting and disposing of wash water _____
 Location of handwashing facilities _____
 Location of toilet facilities _____
 Method and type of sanitizer used _____
 List **ALL** food and beverages served, including source of food and brand names (you may need a separate sheet of paper) _____

How do you propose to hold cold TCS (time/temperature control sensitive) foods below 41°F?

How do you propose to hold hot TCS (time/temperature control sensitive) foods above 135°F?

How do you propose to hold raw foods separate from ready-to-eat foods?

Do you have a Certified Food Protection Manager (590.003) (to be present at all times during the event)? Y N
 Provide Name: _____
(Must attach copy of current ServSafe Certification and Allergen Awareness Certificate with application)

Application must be received at the Chelmsford Board of Health office at least 14 days prior to event. Please call the office to let us know if the permit should be mailed or if someone will pick it up in person.

Please be aware that we are likely to conduct an inspection of the temporary site before the event date.

I have read, and understand, the “Guidelines for Temporary Food Vendors”

 Social Sec #/Federal ID #

 Signature of Applicant

 Date



CHELMSFORD FIRE PREVENTION

50 Billerica Road – Chelmsford, MA 01824

(978)251-4288



FOOD TRUCK/TRAILER REGULATIONS

- **Inspection Charge \$50/Annual, \$25/Daily**
- Truck/Trailer must be presented for inspection at Chelmsford Fire Department Headquarters

General

- Egress points from trailer/truck must be unencumbered
- Trucks must have current Mass DOT inspection sticker
- Must have appropriate clearances from buildings
- All trucks/trailers using fossil fuel burning equipment shall have at minimum one single station carbon monoxide alarm installed.

Hood

- For applications requiring a Type I hood, must be serviced and inspected within the last six months
- Free of deposits from grease laden vapors
- Suppression system tested within last 6 months

Fire Extinguishers

- Minimum 2A-10B:C
- Grease laden vapors or if you are cooking with animal or vegetable oils or fats, a Class K extinguisher will be required as well.
- All service tags must be present and up to date.
- Located near doorway and accessible for use

Generator

- Exhaust must be directed at least five feet in any direction away from any openings
- Limit of 20 gallons of gasoline, maximum 7 gallons/container
- Fuel tank should be large enough to permit uninterrupted operation. If refueling is required, the unit should be shut down and allowed to cool before refueling.

Deep Fat Fryers

- 8" tall steel or tempered glass baffle plate or 16" clearance between fryer and other appliances.
- If appliances have been moved since last hood inspection, a reevaluation of the suppression system must be performed.

Propane

- Limit of 199 gallons water capacity
- Must be securely mounted to vehicle, and if outside, must have weather protection
- Tanks must be free of visible damage (rust, dents, etc.)
- Piping must be free of leaks and pressure tested, and installed in accordance with NFPA 58:6.23.5
- Hydrostatic test within last 12 years, or if a retest, within the last five years.

If you have any further questions, please contact the Chelmsford Fire Prevention Office directly.