

# **Concession / Food Truck Application**

## **New Hampshire Pagans Faire - September 19-20, 2026**

**Deadline** for submissions: June 1<sup>st</sup> of 2026

**Hours of Event:** 8am set up for 10 am opening; truck lockup or removal to start @ 5pm for close of day.

**Location:** Belmont County 4H Fairgrounds 174 Mile Hill Rd Belmont NH 03220

**Contact:** (Katt) Kathie Gerlach, President (603) 393-8532

Make checks payable to Kathie Gerlach, for deposits and fees. PO Box 377 Tilton NH 03276

Contact NH Pagans ([NewHampshirePagansNonProfit@gmail.com](mailto:NewHampshirePagansNonProfit@gmail.com)) for alternate forms of payment.

### **General Information:**

Name: \_\_\_\_\_

Food Truck / DBA: \_\_\_\_\_

Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

NH Meals & Rentals License #: \_\_\_\_\_

Liability Insurance# and Company \_\_\_\_\_ (copy needed with application)

Do you have ADA/Mobility Requirements \_\_\_\_\_ (please let us know what is needed)

**Start Setup:** Friday September 18th and Saturday September 19th @ 8am (for the start of faire at 10am)

Our rate is \$100.00 per day per truck space. Balance of payment due on Sunday September 20th (end of faire).

**\*\*\* There will be a \$50.00 non-refundable deposit to hold your space! \*\*\***

Will you be with us on:

Saturday the 19<sup>th</sup> \_\_\_\_\_ Sunday the 20<sup>th</sup> \_\_\_\_\_ BOTH Saturday the 18<sup>th</sup> & Sunday the 20<sup>th</sup> \_\_\_\_\_

Camping available for a \$50 flat rate for Friday through Sunday, no matter how long the stay: \_\_\_\_\_

**Electric** Needed \_\_\_\_\_

Electrical per 20-amp (one duplex receptacle) \_\_\_\_\_

Electrical per 220-volt (one) (1) 220 plug-plug configuration) code on plug \_\_\_\_\_

**Water** Needed \_\_\_\_\_

Size of Truck \_\_\_\_\_ (includes tongue and awning - 10' minimum) **\$25 additional if larger than 10ft**

Employees Name(s) \_\_\_\_\_

What type(s) of cuisine will your truck be serving?

\_\_\_\_\_

## Rules & Regulations (Food Concessions)

### 1. Insurance Required

Each concessionaire must provide a **Certificate of Insurance** showing **Comprehensive General Liability coverage of at least \$1,000,000**. A copy of your insurance must be submitted **with your application**.

### 2. Payment Due Before Setup

All concessionaires must be **paid in full** prior to setup.

### 3. Check-In Required

All concessionaires must **check in with the Concession Manager** before setting up.

### 4. Cancellations / Refunds

- If the Faire is notified of a cancellation **before June 1**, 50% of your payment will be returned (**50% is nonrefundable**).
- Cancellations made **on or after June 1** will **forfeit all funds paid**.

### 5. Operating Hours / Early Close

- All exhibits must remain in place and open until **5:00 PM on Sunday**.
- Booths must remain open during Faire hours. The only exception is if you **sell out**. If you sell out, you may close your booth, **but your truck must remain until the end of the day**.

### 6. Fire Safety Requirements

- Food concessions must have an **approved fire extinguisher** mounted in the booth.
- **LPG tanks** must be securely attached on a firm base, and the **valve area must be protected**.

### 7. Electrical Requirements

- Any concession using electricity must use properly grounded, **UL-approved** devices and wiring.
- Concessionaires must supply their own electrical materials to reach the approved, assigned fairground electrical system.
- **No cords or wires may run across roadways or walkways**.
- A **3-wire supply cord** is required for **110-volt** connections.
- **Do not tamper** with electrical boxes or violate electrical policies. Any concession found doing so will be **required to leave the fairgrounds**, will **forfeit all fees paid**, and may be **excluded from future Faires**.

## 8. **Licensing & Compliance (NH + Local)**

- Food concessionaires must be licensed with the **State of New Hampshire** prior to operating (Meals & Rentals Tax).
  - Questions / application: **603-271-3701**
- All concessionaires selling food/beverages must comply with:
  - **NH Rules for the Sanitary Production & Distribution of Food (He-P2300)** (Bureau of Food Protection, Concord, NH: **603-271-4589**)
  - **Technical Bulletin 2011-01** from the NH Division of Fire Safety (and any updates/addenda)
  - All applicable requirements of the **Town of Belmont**

## 9. **Required Fire Inspection**

All concessions must be inspected by the **Belmont Fire Department** prior to opening.

## 10. **Prohibited Sales / Conduct**

- No concessions may sell **tobacco products** or **illegal drugs**.
- No **alcohol consumption by concession employees** and no **profane language**.
- **Unauthorized firearms are prohibited**.

## 11. **Camping**

- Campers must stay in the **designated camping area**.
- Any concession wishing to camp must complete a **camping registration** and pay the camping fee (submitted to the camping contact, not the concession contact).

## 12. **Pets**

NO PETS are allowed on the fairgrounds unless they are **service dogs** or **exhibit animals**. Dogs must be restrained at the owner's campsite. (See camping agreement for details.)

## 13. **Policy Violations**

Violations of these policies may result in **expulsion from the Faire** and **forfeiture of fees paid**.

## 14. **Workers' Compensation**

By signing the application, you agree that you and your employees are solely responsible for maintaining **current Workers' Compensation insurance** for yourself and your employees.

## 15. **Returned / Bounced Checks**

A **\$35 service fee** will be charged for any returned/bounced checks. Both the funds owed and the \$35 service fee must then be paid **in cash**.

\$50 deposit due with signed application. Your signature below indicates your agreement to all terms and conditions mentioned in the Rules and Regulations above:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Office Use Only**

Deposit to hold space \$ \_\_\_\_\_ Date: \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Insurance info provided: \_\_\_\_\_

Electrical needs given to Ground team \_\_\_\_\_

Info given to Concession Manager \_\_\_\_\_

Payment given \_\_\_\_\_

Additional comments: \_\_\_\_\_