



Chelmsford Lions Club

We Serve

CHELMSFORD LIONS CLUB-COUNTRY FAIR COMMITTEE

March 2024

Dear Friends,

It is with pleasure that the Chelmsford Lions Club for the 34th year will actively participate in Chelmsford's July 4th celebration by sponsoring the **ANNUAL COUNTRY FAIR** on the Town Common. The fair will be held on **Wednesday July 3rd from 5:00 PM to 10:00 PM and on Thursday July 4th from 8:00 AM to 1:00 PM.** The event is **RAIN** or **SHINE**.

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.



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Please Note:

- **NO** vehicles, dropping off materials, or setting up of booths will be allowed in the Country Fair area prior to 2:00 PM on Wednesday July 3. **NO** exceptions! .
- It is highly recommended that **Food Trucks** reserve 2 spaces at the Fair. The booth spaces are **10ft wide by 10ft deep** and a food truck **MUST** fit into the reserved space completely.
- 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.

Contact Information:

Cindy Eller
Chelmsford Lions Secretary
email: ChelmsfordLionsClub@yahoo.com



● P.O. Box 25 ● Chelmsford, MA 01824

Not Above You
Not Beneath You
But With You

Chelmsford Lions Club



APPLICATION FOR COUNTRY FAIR BOOTH SPACE CHELMSFORD, MA

Please Print and Return with check

Organization:			
Booth Chairman	(Name)		(Tel)
	(Street)		
	(City/Town)		(Zip Code)
	(email)		
Booth Alternate	(Name)		(Tel)
	(email)		
BOOTH SPACE REQUESTED (Limited to TWO spaces per organization IF SPACE PERMITS)			
Please note if you have a Food Truck that the complete truck must fit in the 10x10 allotted space for this reason we recommend food trucks reserve 2 spaces			
	1st Choice:		2nd Choice:
BOOTH SPACE RENTAL FEE SCHEDULE: \$95.00 10ft Wide x 10ft Deep Booth Space			
200 watt Electrical Power is allotted for each booth space (lights) If additional power required indicate amps needed below			
AMPS:		Spaces 25-50 only. Provide itemized list of equipment to be used in the booth.	
	Item 1-		Item 2-
	Item 3-		Item 4-
	Item 5-		Item 6-
Itemize merchandise to be sold in the booth. You must declare what will be sold in order to sell it.			
Enclosed check for	\$		for full payment of the requested booth space. We understand & accept the terms & 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 unless more has been authorized.
		Signed by Booth Chairman:	
Return this application, with you check made payable to the CHELMSFORD LIONS CLUB COUNTRY FAIR to:			
	CHELMSFORD LIONS		
	P. O. BOX 25		
	Chelmsford, MA 01824		
SPACE FOR COMMITTEE USE ONLY			
		Space(s) Assigned:	

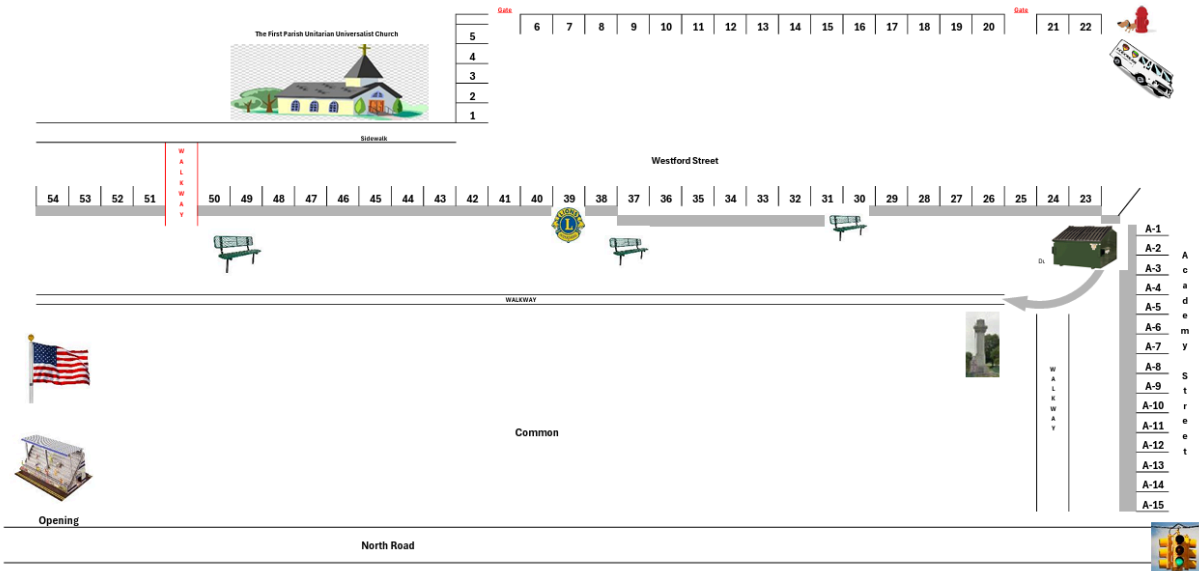


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2024 COUNTRY FAIR BOOTH REGULATIONS - CHELMSFORD, MASSACHUSETTS

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 Country Fair. **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; **\$95.00** rental fee. (non-refundable)

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 organization's 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 10:00 PM.

Thursday July 4th - 8:00AM to 1:00PM.

2. BOOTH SET UP:

Westford Street between Academy Street and the flagpole will be closed at 2:00 PM 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.
2. **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 5lb. 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 2:00PM 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 ensure 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 2:00PM 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 3:00pm 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**

Board of Health – Temporary Food Permit

PERMIT EYES USER INSTRUCTIONS

1. You must create an account in our permitting software, PermitEyes, to start your permit application.

Start on this webpage: <https://www.chelmsfordma.gov/892/OnlinePermits>

- a. Click on the “Log on to Permitting Here”, and once you reach the Applicant Login homepage, click “New User Register Here!” in the lower right.

- b. Follow the prompts.

- i. Personal Details: Name, Street #, Street Name, City, State, Zip, Phone, and Email.

- ii. Login Details: Choose a username and password. Be sure to write these down. You can reset your password, but you will need to know your username to reset it.

- iii. Other Details: Please choose which permit types applies to you. Do not choose “contractor” as your designation.

- iv. The next page will ask you to fill out details that are relevant to what type of permit you will be applying for. Please fill out all required boxes.

2. When you enter your address, it will ask to choose from a dropdown menu. If your address does not appear in the drop-down menu, click the blue box that says “Address Does Not Appear in Drop Down” in the top right corner.

3. Once you have created your account, you should be taken to a webpage that says “Welcome to Chelmsford Online Permitting” at the top. In the upper left corner, there will be a link that says, “New Application”. Click this to begin your permit application.

- a. Select “BOH”, then scroll down to select which type of permit you are applying for. Be sure to look through all options listed to ensure that you pick the permit type that is most accurate to you.

- b. Enter all required information. Once again, you may select “Address Does Not Appear in Drop Down” in Section 1 if your address is not in drop down section.

- c. You may notice fields that are not considered ‘required’ (do not have a red star next to them). Please fill out as much as you can even if it’s not required, as it helps the inspectors to have all information necessary to issue your permit.

4. Once you submit the application, you will be taken to a page that says your application is received. But the process is not over yet! Please click the gray box that says “Go to Homepage”, which will take you back to the “Welcome to Chelmsford Online Permitting”.

- a. You should see a box that has information regarding your application. On the very left, you should see an eyeball symbol next to the “Ap. No.” box. Click on this eyeball. It will show a sidebar called “Transactions Monitor”.

- b. If you need to upload documents, click on the paperclip symbol near the top of this sidebar. You can “drag and drop” files from your desktop here, or you can click the “browse” button to upload documents from your computer.

c. If you need to edit your application, you may click the pencil symbol in the sidebar.

d. You may notice that when you completed your application, there was a message that said: “Following review by an inspector, and if everything is in order, you will receive an email indicating you can log back into your account and pay online for your permit using a credit card or by entering your checking account information”.

i. Once you receive email confirmation that your permit fee is ready to be paid, you may log back into your account, click the eyeball symbol, and select the “\$ Pay Fee” option in the sidebar.

ii. Once all required documents are uploaded and the fee has been paid, an inspector will start the process of issuing your permit. You should receive your permit via email once it has been issued. You will be able to print your permit on PermitEyes.

a. An inspector or the admin may try to contact you using the “chat” feature, which you can use to directly communicate. If you receive a chat you should also receive an email notification to let you know there is a message waiting. The chat icon is a speech bubble.

b. If you have any trouble, you may use the chat feature to reach out to a Health Department staff member. You can also call our office at 978-250- 5241.

Good luck and thank you for applying for a permit with the Chelmsford Board of Health!



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.



CHELMSFORD FIRE DEPARTMENT

FIRE PREVENTION OFFICE

50 BILLERICA ROAD
CHELMSFORD, MA 01824
(978) 244-3364



OUTDOOR AND SPECIAL EVENT GUIDE

The purpose of this guide is to educate event organizers and vendors regarding their roles and responsibilities when planning and hosting an event. More detailed information pertaining to specific activities during an event can be obtained by contacting our office directly. The organizer of any outdoor or special event must inform fire prevention so that the appropriate permits and safeguards are in place.

EVENT SPONSORS, ORGANIZERS, and VENDORS

It is the responsibility of the event sponsors, organizers, and vendors to ensure compliance with all applicable rules and standards before, during, and after the event. This includes:

- Obtaining permits from the Town of Chelmsford (Fire, Police, Health, Building).
- Providing Fire Prevention with a site plan of the event.
- Maintaining appropriate entrance and exit pathways.
- Providing a list of food vendors, including food type and cooking method used.
- A completed life safety evaluation, if applicable.

Some aspects of an event will require an inspection. This includes:

- Food trucks, food trailers, and all hot food vendors.
- Tents, stages, rides, displays, and other temporary structures (as necessary).
- Access into and out of the event.
- Fire hydrants and components of a buildings fire protection system.
- Generators and propane tanks.
- Open flames, pyrotechnics, or other special effects used.

FIRE DEPARTMENT ACCESS

It is important to maintain access for emergency vehicles. All access requirements will be maintained and enforced throughout the event.

- Access and egress routes shall be maintained so that emergency responders are able to reach any individual at anytime.
- All exits must be clearly marked and kept clear. Exit signs may be required.
- Preexisting fire lanes may not be blocked. Additional lanes may be required.
- Fire hydrants and other features of fire protection may not be obstructed or blocked.
- All building exterior doors must remain unobstructed at all times.

TENTS and TEMPORARY STRUCTURES

Tents and temporary structures should be identified on the site plan you provide to the fire prevention office.

- Vendors using tents must apply for a permit and provide proof of flame resistance.
 - o Permit not required for tents under 400 sq. ft – flame resistance still required.
- Roofs of temporary structures must be flame resistant or non-combustible.
- Tents and temporary structures will maintain a 10 foot clearance from other structures.
- Combustible storage within tents must be kept to a minimum.
- No cooking within tent or temporary structure.
- Propane tanks will be located at the exterior edge and secured.

COOKING

Vendors cooking or providing food, including those using food warmers, must adhere to the following guidelines:

- Fueling sources must provide for uninterrupted operation.
- All devices in connection with the preparation of food shall be installed and operated to avoid hazard to the safety of occupants.
- Grills and cooking sources must be secure from falling and public contact.
- Equipment fueled by small heat sources that can be readily extinguished by water can be used if precautions are taken to prevent ignition of any combustible materials.
- Cooking and food warming devices shall be isolated from the public by not less than 48” or a barrier between the device and the public.
- Cooking equipment must be placed on noncombustible material and separated from combustibles and other cooking equipment by 2 feet.
- Fire extinguisher appropriate for cooking method used required within the tent.

******The Chelmsford Fire Department will determine if a Life Safety Detail will be needed.******