

**INSTRUCTIONS FOR COMPLETION OF THE BAZAAR OR RAFFLE
EQUIPMENT DEALER'S RENTAL LIST (CGE-3)**

1. Print or type the name of your business, the complete address (number, street, town, state, zip) of your business, the complete address of the location of the principal place of business, and its telephone number.
2. Provide the complete registration number assigned to your business by the Department of Consumer Protection
3. Provide the sponsoring organization's name (as it appears on its Bazaar or Raffle Permit), complete address (number, street, town, state, zip), and the permit number assigned to the organization by the Department of Consumer Protection.
4. List the exact date(s) (month, day, year) and time(s) (including a.m. or p.m.) for **each day** the bazaar or raffle is to be conducted with the use of the equipment rented from your business.
5. Provide complete information in regard to the place where the bazaar or raffle is to be held (name of the place, number, street, town, state, zip).
6. Complete the 'Equipment Description' section and the 'Rental Fee Paid' column by **SEPARATELY listing each item of equipment to be rented**, and the total rental fee per item. Provide a description of the equipment (name of the item) and the price paid for each item.
7. Add the figures listed in the 'Rental Fee Paid' column and print the **total equipment rental fee paid** by the organization, in the space provided.
8. Have the application signed by one of the owners or officers of the business, print or type his or her title, and date the form. Please take note that only individuals listed on the approved Application for Registration Bazaar or Raffle Equipment Dealer (CGE-1) in the section titled 'List of Owners or Officers of Equipment Dealer' qualify as an owner or officer who may sign this form.
9. This form must be completed correctly, and submitted to the Department of Consumer Protection **within ten (10) business days after renting the bazaar or raffle equipment to the organization.**
10. If you have any questions pertaining to completion of the equipment rental list form, please do not hesitate to contact us at (860) 713-6140.

**** PLEASE NOTE ****

Equipment may **NOT** be rented until the organization has obtained the proper permit.