



MIDDLESEX COUNTY 4-H FAIR, INC.

P.O. BOX 352 WESTFORD, MA 01886-0352

4-H

2018 VENDOR INFORMATION

The Middlesex County 4-H Fair presents the classic New England fair experience and family-friendly fun for all ages. Don't miss your opportunity to showcase and sell your wares.

Fair Dates are August 24, 25 and 26, 2018.

Vendor Fees for the three-day weekend:

- \$300 for 10'x10' tent space with tent rental;
- \$200 for 10'x10' space without tent rental.

- \$250 Sat. and Sun. only with tent rental;
- \$175 Sat. and Sun. only without tent rental

\$10/table and \$5/chair

A limited number of electrical outlets are available for a fee of \$75/outlet, and you must provide your own power cord(s).

50% deposit required by July 23, 2018

Balance due by August 13, 2018

Includes:

- 2 Parking Passes (Vehicles cannot be moved during fair hours)
- Listing in the Fair Program

Vendor Set Up: Vendor is responsible for their own set up and display of their goods within their assigned tent. Vendor set up must be completed prior to fair opening each morning, and goods must be secured at close of business each day. All booths must be open each day at least between the hours of 9 a.m. and 4 p.m.

Payment: Please make checks payable to the Middlesex County 4-H Fair, Inc. and mail to the address shown on the application.

Questions? Contact Beth Dubrawski at office@4hmiddlesexfair.org, 781-844-7951



These items must be received before you can begin set-up:

- One signed copy of the Middlesex County 4-H Fair contract
- All fees paid for space



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2018 VENDOR APPLICATION

<p>2018 Middlesex County 4-H Fair, Inc. Vendor Application Checklist</p> <p><input type="checkbox"/> Application form completely filled out and signed (please print)</p> <p><input type="checkbox"/> Check enclosed made payable to: Middlesex County 4-H Fair, Inc.</p> <p><input type="checkbox"/> List of products to be sold during the fair</p> <p><input type="checkbox"/> 10'x10' tent (see prices on prev. page)</p> <p><input type="checkbox"/> 8' Table @ \$10/each Quantity: _____</p> <p><input type="checkbox"/> Chairs @ \$5/each Quantity: _____</p> <p><input type="checkbox"/> Electrical outlet @ \$75/each Quantity: _____</p> <p>Total Due: \$ _____</p> <p>50% deposit due 7/23/18: \$ _____</p>	<p>Company Name _____ Type of Business _____</p> <p>Contact Person _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Telephone _____ E-Mail _____</p> <p style="text-align: center;">Mail this form with signature and payment to: Middlesex County 4-H Fair, Inc. P.O. Box 352 Westford, MA 01886</p>
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VENDOR AGREEMENT (Must be signed or application will not be accepted)

The undersigned agrees to exercise the utmost care in the use of facilities and properties of the Middlesex County 4-H Fair, Inc. The vendor also agrees to defend, indemnify and hold harmless the Middlesex County 4-H Fair, Inc., its officers, volunteers and agents from any and all claims, actions, judgments, losses, costs (including reasonable attorney fees) and damages whatsoever, including accident, injury, or death caused to persons or property of any kind, arising out of, in connection with, or incident to, the Middlesex County 4-H Fair, Inc.

Nothing contained in this Application and Agreement shall be deemed or construed as creating the relationship of principal and agent or joint venture between the parties hereto, it being understood that neither any provisions contained herein, nor any acts of the parties hereto, shall be deemed to create any relationship between the parties other than that of Licensor and Licensee of without an interest in the real estate.

Should a vendor at any time occupy the premises in a manner contrary to the rules of the Middlesex County 4-H Fair, Inc. (see attached Rules incorporated herewith), or in any manner that is hazardous or offensive to the public or vendors, upon request of the Middlesex County 4-H Fair, Inc., vendor shall immediately cease such offending conduct. Failure to immediately conform its conduct as requested shall be cause to revoke this agreement and the vendor permit, whereupon the vendor shall immediately vacate the premises. Upon failure to so vacate, the Middlesex County 4-H Fair, Inc. is authorized to remove all property of vendor from the premises at vendor's expense. Middlesex County 4-H Fair, Inc. is relieved and discharged from any and all loss or damage occasioned by such removal. Middlesex County 4-H Fair, Inc. will not be responsible for storage or safekeeping of property so removed.

Name (Print): _____ Signature: _____

Date: _____



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2018 VENDOR RULES

The Middlesex County 4-H Fair, Inc. is an agricultural, youth organization. As such, all products offered for sale at the Fair must be family appropriate, agricultural related products. Any products that do not fit within the purpose of the Fair will not be allowed.

A. **PRODUCTS**

Middlesex County 4-H Fair, Inc. reserves the right to prohibit any vendor from selling a particular product at the fair. Vendors must submit a complete list of products that they wish to sell at the time they mail in their application to the fair. All products must be approved by the Middlesex County 4-H Fair, Inc. prior to being sold.

B. **PRICES AND SIGNAGE**

Prices must be clearly marked or posted for customers. Pricing is at the complete discretion of each vendor.

C. **BAKERY AND PREPARED FOODS *IMPORTANT***

Vendors of Prepared Foods or Potentially Hazardous Foods (PHF) are required to apply for a BOH Farmers Market Permit either online (<https://permits.westfordma.gov/newapp.php>) OR walk in to the Westford BOH, 55 Main Street, and they can assist you. You are required to print, sign and send permit and payment at least 2 weeks in advance of the Fair. Westford Board of Health contact is Arnie Price 978.692.5509 or aprice@westfordma.gov. If you do not have a permit, you will not be allowed to sell products at the Fair.

D. **FEES**

Vendor participation fee is \$300 for the 3-day Fair per booth space, with tent; \$250 for Saturday and Sunday only, with tent (Fee for 3-days without tent is \$200; Saturday and Sunday only without tent is \$175). Optional fees include \$10/8' table; \$5/chair and \$75 for an electrical outlet. Checks should be made payable to the Middlesex County 4-H Fair, Inc. Board of Health permit fees, if applicable, must be paid directly to the Westford Board of Health. A 50% deposit is required by July 23, 2018 with the balance due by August 13, 2018.

E. **INSURANCE**

Vendors may be required to provide a Certificate of Product Liability Insurance listing Middlesex County 4-H Fair, Inc. as an additional insured.

F. **VENDOR EQUIPMENT AND SUPPLIES**

Every vendor is responsible for providing their own tables and chairs unless they plan to rent them from the fair, as well as removing any and all equipment and supplies at the end of the fair.

G. **SIGNAGE**

Each vendor must prominently display a sign identifying the name of their farm or business. All signs must remain within the allotted vendor's exhibit space and must not block pedestrian traffic or interfere with other vendors' displays or views.

H. **BOOTH ALLOCATION**

Middlesex County 4-H Fair, Inc. has full authority to assign exhibit space. Requests for particular sites will be given consideration. It is required that you set up in your assigned space.



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I. HOURS OF OPERATION

The Middlesex County 4-H Fair shall operate from 8:30 a.m. to 8 p.m. on Friday and Saturday and 8:30 a.m. to 4:30 p.m. on Sunday. All booths must be open each day at least between the hours of 9 a.m. and 4 p.m.

J. SET UP, CLEAN UP AND BREAKDOWN

Vehicles may drive onto the fairgrounds each morning prior to the fair opening at 8:30 a.m. but must be removed to the assigned parking no later than 8:30 a.m. No vehicles are allowed to be moved on the grounds between the hours of 8:30 a.m. - 4 p.m. Vendors are responsible for keeping their booth space clean and presentable during the hours of 9 a.m. and 4 p.m. **If a vendor sells out of their goods before 4 p.m., it is expected that they maintain a presence at their booth as a courtesy to the other vendors.**

Vendors are responsible for securing or removing their unsold product from the fair premises at the end of each day. Stall spaces are to be left in the same condition as when they arrived. **Please note that fair volunteers are not available to assist in either set up or breakdown.**

K. VENDOR UNLOADING AND PARKING

Vendors must unload as quickly as possible and move vehicles to assigned parking no later than 8:30 a.m. each day.

L. INCLEMENT WEATHER

The fair operates rain or shine, and there will be no refunds due to weather.

M. CONTROLLED SUBSTANCES

No vendor shall smoke tobacco, drink alcohol, and/or possess or use any controlled substance while at the Middlesex County 4-H Fair.

N. SALES TAX

Vendors are responsible for collecting and remitting their own sales tax.

O. ENFORCEMENT

All rules of the Fair will be enforced by the Fair Board of Directors and Volunteers. Possible violations will be discussed and a resolution will be attempted. Vendors selling prohibited items will be asked to remove those items from sale. Continued violations will result in expulsion from the Fair with no reimbursement of fees paid.

P. FAIR RULE CHANGES

The Middlesex County 4-H Fair, Inc. reserves the right to modify the rules of the Fair as circumstances warrant.

Q. ATTENDANCE

You must notify the Fair Business Manager by 8:30 a.m. each day if you are unable to participate. There will be no reimbursement of fees for absences.

Please address any questions regarding the Middlesex County 4-H Fair to the Business Office at 978-256-4623, or 781-844-7951, or office@4hmiddlesexfair.org.