



MIDDLESEX COUNTY 4-H FAIR, INC.

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

4-H

## 2023 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 25, 26 and 27, 2023.**

**Vendor Fees** for the three-day weekend:

- \$120 for Friday, Saturday, Sunday or \$50.00 Per Day 2 day minimum.

**Tents:** Vendors should bring their own pop-up/tent, no larger than 10'x10'.

**Tables and chairs** are available to rent from the grounds at a cost of \$10/table and \$5/chair.

A limited number of electrical outlets are available for a fee of \$25/outlet; you must provide your own power cord(s). NOTE: Outlets are 110V.

**Payment in full due at time of application, notice of acceptance will be sent via email.**

**Includes:**

- 1 Parking Pass (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 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 P.O. Box 352, Westford, MA 01886. Signed contract must be included with payment.



**Questions?** Contact Joy Clark at [Joy.clark@gmail.com](mailto:Joy.clark@gmail.com)  
978-821-1329



# MIDDLESEX COUNTY 4-H FAIR, INC.

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



## 2023 VENDOR APPLICATION

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| <p>2023 Middlesex County 4-H Fair, Inc.<br/><b>Vendor Application Checklist</b></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"/> Fee (see prices on prev. page): \$ _____</p> <p><input type="checkbox"/> 8' Table @ \$10/each<br/>Quantity: _____ Total: \$ _____</p> <p><input type="checkbox"/> Chairs @ \$5/each<br/>Quantity: _____ Total: \$ _____</p> <p><input type="checkbox"/> Electrical outlet @ \$25/each<br/>Quantity: _____ Total: \$ _____</p> <p style="text-align: right;"><b>Total Due: \$ _____</b></p> | <p>_____<br/>Company Name <span style="float: right;">Type of Business</span></p> <p>_____<br/>Contact Person</p> <p>_____<br/>Address</p> <p>_____<br/>City <span style="float: right;">State</span> <span style="float: right;">Zip</span></p> <p>_____<br/>Telephone <span style="float: right;">E-Mail</span></p> <p>Days Attending: Fri/Sat/Sun _____ Please circle days you will be attending.</p> <p style="text-align: center;">Mail this form with signature and payment to:<br/>Middlesex County 4-H Fair, Inc.<br/>ATTN: Vendor Applications<br/>P.O. Box 352<br/>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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4-H

## 2023 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 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 978-692-5509. If you do not have a permit, you will not be allowed to sell products at the Fair. Proof of permit must be provided to Middlesex County 4-H Fair.

### D. FEES

Vendor participation fee is \$120 for the 3-day Fair per booth space, or \$50 per day with a minimum of 2 days. Optional fees include \$10/8' table; \$5/chair and \$25 for an electrical outlet. Checks should be made payable to the Middlesex County 4-H Fair, Inc. Payment in full required with application, notice of acceptance will sent via email. There will be an additional charge of \$20.00 for each returned check (this includes checks returned due to insufficient funds or for any other reason)

### 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 pop-up. Tables and chairs are available to rent from the fair or you may bring your own. 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. It is required that you set up in your assigned space.



## MIDDLESEX COUNTY 4-H FAIR, INC.

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**I. HOURS OF OPERATION**

The Middlesex County 4-H Fair shall operate from 8:30 a.m. to 4 p.m. on Friday and Saturday and Sunday. All booths must be open each day 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 between 7:30- 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, vape, 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 at 978-256-4623. There will be no reimbursement of fees for absences.

**R. Any and all health regulations set by the 4-H Fair and The Town of Westford must be followed by all vendors and their representatives. Failure to do so will result in removal from the grounds with no refund of fees.**

Please address any questions regarding the Middlesex County 4-H Fair to the Business Office at 978-256-4623, or email [clerkmiddlesexcounty4hfair@gmail.com](mailto:clerkmiddlesexcounty4hfair@gmail.com).