



Town of Rochester
Rochester Country Fair

www.rochesterma.com

RCFVendor@gmail.com (new RCF email address)

2018 CRAFT EXHIBIT/VENDOR APPLICATION

Thursday, Aug. 16th - Sunday, Aug. 19th

Check out our website for a listing of events.

There is a fee of **\$125.00 for all 4 days** for each 12x12 space for the selling of goods which is non-refundable.
A donated item to be collected by fair staff on Saturday.

Space is limited and will be made available on a first come, first serve basis with preference given to crafters *attending 4 days, then 3 days, as well as to those selling unique and home made items.*

Vendors are required to attend a Minimum of 2 days, but are encouraged to participate all 4 days.

One vendor space may be waived for the following:

Non-Vending Demonstrators & Artisans of skill ~ Livestock Exhibitors ~ Rochester Civic Groups/Organizations
Due to limited space, we are only able to waive the fee for one vendor spot. Additional space may be purchased if needed.

***** Any Demonstrator selling goods will be considered a vendor and is required to pay a fee.****

The committee reviews each application submitted and reserves the right to reject any vendor application.

Admission to the Fair:

The Fairgrounds are located at 65 Pine Street, Rochester, MA 02770.

Included with your vendor fee are 2 Wristbands per day for admission into the Fair and a Vendor Vehicle Pass.

Based on the information provided on your application, your Wristband Package will be prepared and distributed to you upon arrival. Wristbands give you admission to the Fair.

YOU MUST WEAR YOUR WRISTBAND TO ENTER THE FAIRGROUNDS OR PAY THE \$5.00 ADMISSION FEE.

We are not responsible nor will we replace lost admission wristbands. General Parking is Free.

Extra wristbands can be purchased in advance with your completed application at \$5.00 per person per day.

Please include the number of wristbands you would like to purchase and include payment with your space fee.

VENDOR GUIDELINES

Items Not Allowed:

Toy weapons, Knives, Silly String, Noise Makers, Novelty Items, no flea market or yard sale items will be allowed.

Craft vendors are not permitted to sell food or beverages, those wishing to do so must request an application for food vending.

**Only Approved Craft items listed on your application will be allowed.

Vendor Space:

All spaces are approximately 12x12 with at least one side exposed side for selling.

There is no shade on the Fair Grounds. Canopies MUST be securely fastened to the ground and fit within your 12x12 space.

You are responsible for keeping your space safe & clean. All trash must be properly disposed of prior to departure each night.

Staff will be on duty overnight, however The Rochester Country Fair is not responsible for your property.

The Fair is a rain or shine event. Vendor Fees will not be reimbursed for circumstances beyond our control.

Electricity:

The Fair has overhead lights to light the fairgrounds.

Electricity is provided for lighting within your vendor spot at night only. We do not supply light fixtures or extension cords.

You may bring party lights or fluorescent lights, limited to 80 watts max. (ie: two 40 watt light bulbs in a safely contained light/overhead light fixture), to light within your vendor tents if needed.

Electricity for purposes other than evening lighting is limited and may be available for a fee of \$25.00.

Please contact us in advance to confirm availability.

****Arrival, Set Up and Departure****

Set Up Hours as follows:

Thursday 1:00pm - 3:45pm
Friday 1:00pm - 3:45pm
Saturday 7:00am - 8:45am
Sunday 7:00am - 8:45am

Fair Hours:

Thursday 4:00pm - 10:00pm
Friday 4:00pm - 10:00pm
Saturday 9:00am - 10:00pm
Sunday 9:00am - 6:00pm

Tear Down Hours (unless instructed otherwise)

Thursday After 10:00pm
Friday After 10:00pm
Saturday After 10:00pm
Sunday After 6:00pm

For safety reasons, vehicles are NOT permitted to drive on the Fair grounds during Fair hours .

Vendor Vehicles are **NOT** permitted on the Fair grounds after the Set Up hours.

Each vendor will be given time to unload their merchandise & equipment ONLY. You must move your vehicle to the designated parking area as soon as possible and return to your space to organize and setup.

Please contact our staff if you need additional assistance after these hours.

Tear Down: Crafters are to keep their booths open and intact during Fair Hours unless informed otherwise.

Livestock:

Persons bringing livestock must provide a certificate of insurance to participate.

Persons bringing livestock are responsible for the participation & safety of said livestock as well as the safety of others.

Use of Name:

Use of the Rochester Country Fair name or logo is not allowed on any products without prior permission.

Retain the above information for future reference and return your completed & signed application form along with payment.

Additional Fair information can be obtained by contacting us at rochestercountryfair@comcast.net

or by accessing our webpage at www.rochesterma.com

Thank you and we look forward to seeing you at the Fair!

2017 Rochester Country Fair
Craft Vendor Application Form

***** Completed Application and Payment is due no later than August 1, 2018.*****

Your application is not complete until you fill out the following and sign below:

Name: _____ Phone: _____
Email Address: _____

Address: _____
City: _____ State: _____ Zip Code: _____

Check which days will you be vending: (Minimum of 2 days is Required)

Thursday Aug 16th Friday Aug 17th Saturday Aug 18th Sunday Aug 19th

This year we have found the need to charge a minimum fee due to a decrease of funding

Eligible Non-Profits: (1 space at 12x12 - \$50.00 additional space needed 125.00) \$50.00

Number of Vendor Spaces Purchased: _____ (\$125 per 12x12 Space)

Number of Admission Passes to the Fair _____ (\$15 each Set of Passes)
(passes give one person admission to the Fair on each day)

Other: _____
Total Amount Paid \$ _____

Make Check Payable to: **The Rochester Country Fair**
mailing address: **10 Pecan Tree Drive**
Rochester, MA 02770

Please list all items to be sold / demonstrated:

Other Comments/Questions? _____

I _____, hereby wish to participate in the Rochester Fair scheduled for August 16th thru the 19th, 2018. I have read the application and vendor guidelines and will adhere to the requests made of me. I assume any and all risk of injury to myself as well as all those workers with me. Furthermore, in consideration to participate in said Fair, I agree to be liable for any and all injury to person(s) and to personal and real property of others. I also discharge the Town of Rochester, the Rochester Country Fair Board of Directors, Committee, Fair Staff, all organizers and sponsors of the event of any and all liability which may arise as a result of my participation in said fair.

Tear Down: Crafters are to keep their booths open and intact during Fair Hours unless told otherwise.

Please initial: _____

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