



## Fair Dates August 18<sup>th</sup> – 27<sup>th</sup> 2023

### FAIR HOURS (Gates Open)

Weekdays Noon to 10 PM

Weekends Noon to 10 PM

### REGULATIONS AND INSTRUCTIONS FOR CONCESSIONAIRES

#### APPLICATION PROCESS:

All new vendors must apply via the online application located on the Fair's website. Please mail the completed application along with any additional information that you feel helpful (i.e. description of product, photos of product, photos of booth setup, etc). The Fair's mailing address is **P.O. Box 5 Marshfield MA 02050**. Someone will be in touch upon acceptance. Your vendor application will be added to the waiting list for consideration once our vendor capacity is reached.

#### CONTRACTS:

1. Upon acceptance (or welcomed back as a returning vendor) you will be emailed a contract. Sign the contract and return it with your **full amount** paid via check. This must be returned by July 1st. Retain a copy for your records.
2. An insurance certificate as per contract must be in our office 10 days prior to the Fair. Insurance may be purchased through the Fair for \$100.00 If you plan to do this, please let us know well in advance as we will require additional forms and information.

#### PAYMENT SCHEDULE:

- Payment due no later than July 1<sup>st</sup>, 2023 via check.

#### COKE PRODUCTS:

**Coke has the exclusive soft drinks rights to the Fair grounds and must be purchased through the Marshfield Fair.** Please contact Andy Parks at 781-249-6948 for all Coke information regarding pricing and orders. All orders should be texted to Andy's number the night before and will be dropped off the following morning. No Pepsi or store brand products allowed.

#### ICE:

The Fair provides ice for sale through our vendor Eastern Ice. They will circulate the grounds 3 times per day to restock orders. Please contact Pat with any questions at 781-710-5389.

#### DISPOSAL OF GREASE, TRASH, CARDBOARD:

All vendors are responsible for their own grease disposal into the transport bins located around the grounds. Cardboard should be broken down and left next to their locations each night for the grounds crew to retrieve each morning. Trash bags should also be left next to vendor locations but separate from the cardboard for grounds crew pickup. Failure to comply will result in surcharges.



SET UP:

Vendor setup is available:

Wednesday August 16<sup>th</sup> any time from 9am – 5pm  
Thursday August 17<sup>th</sup> any time from 9am – 5pm  
Friday August 18<sup>th</sup> from 9am – 11 am

All vendors must be setup by the time the gates open (noon) on August 19<sup>th</sup>

Dave McDougall will be the point of contact for all things related to vendor setup and spot location. His number is 781-801-5128 and his email is [mbenterprisesllc@yahoo.com](mailto:mbenterprisesllc@yahoo.com) Dave will be the person on the grounds during setup to show you where your spot is located.

BREAK DOWN OF SPOT:

Deconstruction of vendor stands may begin at 10 pm (close) on the final night of the Fair August 27<sup>th</sup>.  
Deconstruction is also permitted the Monday and Tuesday following the conclusion of the Fair August 28<sup>th</sup> - 29<sup>th</sup>.

PERMITS:

Insurance - Please bring a **hardcopy** of your insurance form with you to the Fair during setup if you have not already provided one prior to that.

Board of Health Permit – All food vendors must have a Marshfield Board of Health permit ahead of time. This can be obtained from the Marshfield Town Hall. They will not complete permits in the busy days leading up to the Fair so be sure to get that completed ahead of time. The Board of Health does check for compliance with regulations. Concessions must comply with the health and safety laws of the Commonwealth of Massachusetts and the Town of Marshfield.

Propane Permit – Please be advised that all vendors using propane must have a propane permit from the Marshfield Fire Department. They will not complete permits in the busy days leading up to the Fair so be sure to get that completed ahead of time. The Fire Department will be on the grounds and inspecting permits on opening day.

TENTS, WATER HOSES, EXTENSION CORDS:

The Fair does not provide any electrical extension cords or water hoses. If you know that you will be needing these please be prepared to supply your own. Electrical cords should be able to reach 100 feet for stand electrical hookup. 30/50 amp hookup cables should be able to reach 50 feet. Vendors are expected to provide their own tents unless prior arrangements have been made under certain circumstances only.

ELECTRICAL & WATER ACCESS:

All vendors will be placed within range of electrical and water access. The Fair has an electrician on staff. Please contact Chris Villano at 781-760-4805 for any electrical needs. All work will be done by the grounds electrician. Absolutely no concessionaires will undertake any electrical connections. If you find that you use a heavier circuit, you must first make arrangements with Chris. Food vendors needing hot water will have to supply their own portable water sink adhering to the board of health guidelines.



PROPANE

The Fair does not provide propane tanks, hookups, or refills. Outside arrangements must be made prior to opening day. Please contact Jen Norris (Broco Energy) at 781-246-1130 for propane.

VENDOR ACCESS & PARKING:

Vendors are allowed to drive up to their locations (entering in through GATE S – 152 Main Street) each morning for the purpose of restocking or dropping off goods. **All cars must be off the grounds by 11 am each morning.**

Vendor parking is located in the stone dust parking lots behind the demo derby pit.

OTHER INFORMATION:

1. Vendor passes/badges will be distributed at the time of setup in a reasonable quantity.
2. All items, actions, or activities that are deemed by the Directors of the Marshfield Fair to be either a threat to the safety of Fair patrons (weapons, offensive material, etc.) or offensive to the image of the Fair cannot be displayed or sold on the Fairgrounds and will be removed from the Fairgrounds.
3. The Marshfield Fair tries to protect all exhibits but assumes no responsibility for any loss or damage that may occur. Fair security is on the grounds from Thursday night prior to opening day through the closing of the Fair on the second Sunday.
4. All exhibits and concessions must be open to the public every day throughout the Fair hours. No exhibit or concession will be dismantled before 10 PM closing day. Tents must remain up through the duration of the fair to ensure our “No Void” Policy.
5. Each concessionaire **will be required to purchase IDs** that permit parking in designated areas and access to the grounds. Additional daily passes may be purchased at the discretion of management. **No** person will be allowed to enter the Fairgrounds during the Fair for any reason, including having to work for a concessionaire, without a valid ID or pass. Concessionaires should make sure they have their IDs or passes prior to gates opening at Noon on Friday.
6. **No** vehicle will be allowed to drive on the grounds after 11AM each day, and all vehicles must be removed from the grounds to the proper parking area by that time each morning. Any supplies not brought in by that time must be carried in from the parking lot.
7. All exhibits and concessions shall be manned by a properly dressed, competent attendant at all times. Each exhibitor is responsible for cleanliness in and around his own area.
8. Food prices must be posted and readable at least 10 feet in front of the booth.
9. UPS deliveries will not be accepted by our office. UPS delivers to the office area each morning. If you are expecting a delivery, be there to pick it up. If you are expecting COD's be sure to make the proper arrangements.
10. Dogs or other pets are not permitted in booths or stands by insurance regulations.
11. No microphones or loudspeakers are to be used without the permission of the Directors.
12. Compliance with the American Disabilities Act is closely monitored.
13. Sales tax numbers are required by the Massachusetts Department of Revenue. The Department always visits the grounds. Be sure to have your sales tax number available.
14. Absolutely no location setup of new or existing vendors without the consent of Dave McDougall or Noel Powers.
15. Failure to comply with the rules listed above could lead to surcharges at the discretion of management.

**For any questions or concerns please contact Noel Powers at 781-635-2863 or at [nfpowers16@gmail.com](mailto:nfpowers16@gmail.com)**

THE MARSHFIELD FAIR HOPES THAT YOUR STAY WILL BE PLEASANT AND PROFITABLE.



**CRAFTERS ONLY  
APPLICATION FOR DISPLAY OR SALES SPACE**

*This application for space is hereby prepared and submitted to the Marshfield Fair for consideration in allocating space for the 2023 Marshfield Fair to be held August 18th through the 27th. The undersigned certifies that all questions have been answered correctly. **PLEASE TYPE OR PRINT ALL INFORMATION***

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

E-mail Address \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Rates:	1 weekend – Friday noon thru Sunday 9 pm	\$200.00
	2 weekends – same times as above	\$300.00
	All ten days	\$400.00

What are your space requirements? (minimum frontage 8')

\_\_\_\_\_ feet frontage \_\_\_\_\_ feet depth

**\*NOTE: All space requested must include total footage needed for display.\***

A brief description and photo of your handmade items is required: \_\_\_\_\_

Utilities Required:                      110v                      220v                      water

Other Special Needs: \_\_\_\_\_



Do you have the following insurance coverage:

Combined Single Limit (\$1,000,000)      Workman's Compensation

**Completing the signature field below is acknowledgement of your official signature of this document.**

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Signature of Applicant

Date

*All crafts offered for sale must be **original** to the vendor and **not** commercially produced for resale. All items for sale are subject to the approval of the fair. Any item(s) deemed inappropriate by the fair will be removed and no refund of rental fees will be issued.*

**THIS APPLICATION IS SUBJECT TO SPACE AVAILABILITY & APPROVAL OF FAIR MANAGEMENT**