



Connecticut's Largest Agricultural Fair

Dear Crafter:

Happy New Year!! Hope everyone is happy and healthy. I can't believe it's time again to start gearing up for the upcoming 2017 Durham Fair. There are a few changes in my tent this year. First thing is everyone loved the tent sixteen (16) feet shorter (on the length) and the two (2) rows of crafters out in front of the tent. So that being said...the tent will be exactly the same as last year. So that means I need to have approximately ten (10) or so outside (depending on the size of the tent). Anyone interested in going back outside or would like to try please mark it on your application.

Second is the management of Crafts, Commercial, and Outdoor vendors are going to review the placement of all vendors and see if some of the vendors are better assigned to locations more indicative of their business. For example, a Crafter that sells slushies will be going into either the Commercial Building or as an Outdoor Vendor because their product is not a typical home-made product. I will notify you if you are affected by this change by sending you an email letting you know and giving you the e-mail addresses of the Commercial & Outdoor superintendents so you can apply directly with them. I will also give them your paperwork from last year.

Third is everyone **MUST** send me pictures of your craft(s) and display when sending back your application. I will NOT ACCEPT any CD's, pictures that you put online for me to print off, etc!!! I need ACTUAL PICTURES. You will not receive a contract from me without your completed application with your signature and pictures.

Attached is the application to lease space in the Crafts Tent at the Durham Agricultural Fair. The Durham Fair will be held on **September 21, 22, 23 and 24, 2017**. Should you want to be considered as a lessee for the rental space in the Crafts Tent, please fill out the required information on the attached application and return it to me **before April 1, 2017**.

*Please do **not** send any money, check(s), certificate of insurance, or merchandise with your application as they are not processed until your contract is completed in full.*

I look forward to receiving your application for this year's Durham Fair.

Sincerely,

Karen Andrukiewicz

Karen Andrukiewicz
Superintendent - Crafts Tent
Durham Agricultural Fair Association, Inc

Filling Out the Application:

Your application will be delayed or not processed without all the requested information. **Even if you have been a vendor in the past, complete information is mandatory.** All applications must be legible.

- Provide a **complete** description of your product. This includes an explanation of your craft that describes in detail your product as well as the steps involved in its construction. **Only those specific items described on your application may be sold.**
- Provide a current photograph of your booth and product(s).

Base Fees for Rental Space:

CRAFT VENDOR:	FOOD VENDOR:
10' x 10' space = \$ 600	10' x 10' space = \$ 800
10' x 15' space = \$ 900	10' x 15' space = \$1200
10' x 20' space = \$1200	10' x 20' space = \$1600
10' x 30' space = \$1800	10' x 30' space = \$2400

This charge includes standard 110-volt electrical outlet(s) with a maximum amperage draw of 20 amps per booth. Additional charges will apply if amperage exceeding 20 amps is required.

Vendors who sell items that can be easily and readily eaten by the patrons, i.e. nuts, candy, pastries, etc. are considered Food Vendors (Food Vendors will be subject to a Health Inspection). I will send you an Application for Temporary Event Food or Beverage Dispensing Registration Form for you to fill out and send directly back to the Town of Durham with your check.

There is a 10% surcharge of the total fee for all corner spaces. Applicants must check the appropriate box on the application to indicate their interest. The Craft Committee will do their best to honor all requests; however, there is no guarantee that you will receive a corner space. **First come first served.** Final placement of the vendors is at the discretion of the Superintendent. This means that all requirements of the contract must be satisfied before a corner space will be considered and granted.

Vendor Requirements:

On the application, please indicate if you are going to purchase insurance through the Durham Agricultural Fair Association or supply a certificate of insurance. Insurance cost was \$42 per vendor contract last year. As of right now I don't have the price for insurance, for this year, but will have before I send out your contract. If you are accepted as a vendor, a valid Certificate of Insurance with the Durham Agricultural Fair Association, Inc. listed as an "Additional Insured" **AND** as the "Certificate Holder" must be sent in with your contract, or your contract cannot be executed. We ask that you send in the certificate when you send in your payment. **PLEASE DO NOT WAIT UNTIL FAIR TIME TO REQUEST YOUR CERTIFICATE!**

A Ground Fault Interrupter Circuit Plug must be used in all booths. I will be checking each booth this year as the building inspector wants this to be mandatory in my tent. I will have extra Circuit Plugs that you can purchase for \$50.00

A five (5) lb. dry chemical fire extinguisher must be in all booths. I will also have extra fire extinguishers for you to purchase for \$30.00.

All booths must have sides and a backdrop. Those crafters without sides and a backdrop will not be allowed to setup until these requirements have been met.

Fair Hours:

Vendor booths must be staffed and operational during all hours of the fair. The hours for the 2017 Durham Fair are: Thursday, 4pm-10pm, Friday, 9am-10pm, Saturday, 9am-11pm, and Sunday, 9am-7pm.

Other:

Many of our vendors have worked with us for numerous years, however, not everyone may be aware that the Durham Fair is entirely operated by volunteers, most of who have families and jobs and take on this daunting task due to our love of the fair. We want to answer each of your questions and get you the information you need. We ask that you bear in mind that we are working with hundreds of vendors and as we are volunteers may not be at the phone each time you call. The BEST way to contact me is via e-mail at:

karen.andrukiewicz@gmail.com. **If you need to speak to me at any time, you can always reach me at: (860) 559-7892.**