



Connecticut's Largest Agricultural Fair

Dear Crafter:

Hope everyone is having a great year so far!! It's that time of the year to start sending out the applications for the 2019 Durham Fair which also happens to be the 100th Fair!!! We are ALL working very hard to make this a fair no one will forget for a long time!! As usual there is one change this year...I (Karen Andrukiewicz) will NOT be the Superintendent of the Crafts Tent. I have some personal things happening this year and have decided that I won't be able to devote the time doing all the background work that has to be done plus the 16-18 hours that Marc and I devote setting up the tent and running the area during the fair. I want to be sure that everyone knows that there will no longer be any drinks or treats given out by the Camper like there has been in the past. I will still be helping until they find a new Superintendent - Crafts Tent. So from now on, you will only be corresponding through email. The new email address is: crafts@durhamfair.com. I will still be around during the fair weekend and will be sure to stop in and see everyone. I have enjoyed ALL my vendors that have been in the Crafts Tent with me for the last eight (8) years. Can't believe Marc and I have been doing it this long.

There will again be approximately eight (8) outside spaces in the front of the Crafts Tent. Anyone interested in going outside, please check off "Outside" on your application.

Superintendents from the Crafts Tent, Commercial Building, and Outdoor will be reviewing the placement of all vendors to determine if some vendors are better assigned to locations more indicative of their business (i.e. Crafts, Commercial, or Outdoor). You will be notified 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.

If you are a NEW vendor or you have changed even one of your items in your booth, you **MUST** send me pictures of your craft(s) and display when sending back your application. **We will NOT ACCEPT any CD's, thumb drive or pictures that you put online to print off!!! We need ACTUAL PICTURES that you send in with your application.** You will not receive a contract 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 26, 27, 28, and 29, 2019**. 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 **before June 30, 2019**.

*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.*

Looking 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). You will need to fill out an Application for Durham Fair Food or Beverage Dispensing Vendor Registration Form and send directly back to the Town of Durham. There is NO charge for this temporary Health Form any longer. You can get the application on the Durham Fair website.

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 will be \$42.00 per vendor 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. The Fire Marshal will be checking to be sure you have the appropriate Ground Fault in each booth.

A five (5) lb. dry chemical fire extinguisher must be in all booths.

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 2019 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 the Superintendent-Crafts Tent is through email.