



Connecticut's Largest Agricultural Fair

Dear Applicant,

Attached is the application to lease Indoor Commercial Space at the Durham Agricultural Fair. The Durham Fair will be held on **September 24, 25, 26 & 27<sup>TH</sup>**. Should you wish to be considered as a lessee for the rental of space at the 2020 Durham Fair, please fill out the required information on the application and return it **before JUNE 1, 2020. After JUNE 1<sup>ST</sup> please submit your application and it will be considered if space is available.**

If you are accepted as a vendor, payment and insurance is expected within 2 weeks of acceptance before June 1<sup>st</sup>, and within 1 week after June 1<sup>st</sup>. All full and final payments will be expected no later than Sept 1<sup>st</sup>. Contract is not fully executed until full payment and Insurance is in possession of the Durham Fair. Only AFTER receipt of full payment and insurance is your space guaranteed.

**Filling Out the Application:** Your application will be delayed or not processed without 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. Attach additional sheets of information as appropriate.
- Provide a complete listing of every item of merchandise you plan to sell. Attach additional sheets listing products as needed.
- Provide a photograph of your booth and products. If you do not have a photo of your booth, we require a drawing of the booth set-up you are planning. **This is mandatory even if you have been with us in the past, as our staff cannot be expected to recall a prior year individual booth setup due to the volume of vendors we work with.**
- Any other requirements: Please note that certain wall spaces may contain a structural beam or master electrical panel. Please note if your booth set-up will prohibit such locations. If so, you must provide the required photo of booth set-up with your application.

**Base Fees for Rental of Space (frontage X depth):**

NON-FOOD CONCESSION (including condiments):	FOOD CONCESSION (anything intended to be consumed):
10' x 10' space = \$ 600	10' x 10' space = \$ 800
20' X10' space = \$1200	20'X 10' space = \$1600
30' X10' space = \$1800	30' x 10' space = \$2400

- **Corners:** Limited availability, 10% surcharge added for a premium/corner space
- Rental fees will include limited tickets and parking passes. You will be notified of the number of tickets and passes prior to the fair. Additional entry passes will be available for sale at check-in.
- There will be a Beverage Endorsement charge of \$300, in addition to your rental space, if you choose to sell soda, water, etc as a secondary product.
- APPLICATIONS/PHOTOS MAY BE EMAILED DIRECTLY TO [indoor@durhamfair.com](mailto:indoor@durhamfair.com), or mailed to address listed on application.

**Additional Fees for Electricity (indicate on application as appropriate):**

- Standard electrical plug (110V) included in rental fee
- Any assistance for an Electrician's hook-up will be charged an additional \$100.
- Surcharge for any service above 110 volt is \$10 per 10 amps and may incur Electrician charge

Example:

208 volt, 30 amp service	\$30
40 amp service	\$40
100 amp service	\$100

- We have 208V electrical service available, if you need higher voltage, you must bring the appropriate adapter and may incur Electrician charge.

**Additional Fee for Insurance (indicate on application as appropriate):**

On the application please indicate if you are going to purchase insurance through Durham Agricultural Fair Association or supply a certificate of insurance. Insurance cost is \$44 per vendor contract.

If you are accepted as a vendor a **valid** (with dates including set-up and operation of Fair time) 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. Certificates may be emailed by your insurer directly to [indoor@durhamfair.com](mailto:indoor@durhamfair.com) with YOUR COMPANY'S name and COI in subject line.

**Fair Hours**

Vendor booths must be staffed and operational during all hours of the fair. The hours for the 2020 Durham Fair are: Thursday, 4pm-10pm, Friday, 9am-10pm, Saturday, 9am-10pm, 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 whom 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 is us via e-mail at [indoor@durhamfair.com](mailto:indoor@durhamfair.com). If you have any questions about an indoor commercial rental, please leave a message at 203-376-2253 and someone will get back to you, again email is best.

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

Sincerely,

Indoor Commercial Rentals TEAM  
Durham Agricultural Fair Association, Inc  
[indoor@durhamfair.com](mailto:indoor@durhamfair.com)  
203-376-2253