



Connecticut's Largest Agricultural Fair

Dear Applicant,

The **2020 Durham Fair** will be here before you know it.

Attached is the application to lease outdoor commercial space at the Durham Agricultural Fair. The Durham Fair will be held on **September 24, 25, 26, and 27, 2020**. If you want to be considered as a lessee for the rental of space at the Durham Fair, please fill out the required information on the attached application and return it **before June 1, 2020** to:

**Durham Agricultural Fair Association, Inc.
OUTDOOR COMMERCIAL RENTALS DEPARTMENT
P.O. Box 225
Durham, CT 06422-0225**

Please do **not** send any money, checks, certificate of insurance, or merchandise with your application as they are not processed until payment is received in full.

All applications are evaluated and contracts for those applications which are accepted will be mailed out after the evaluation. Applications that have not been accepted will receive a letter or email stating so.

Per the Fire Marshal and Public Safety, there must be four feet between each vendor, and the vendor pays for the four feet.

Filling Out the Application:

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

- If your concession has a hitch that is not removable and it is part of the frontage, it must be included in your total frontage.
- If your concession requires tie down ropes and stakes, please include all space needed in your frontage.
- Provide a complete description of your products. 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, products, prep tent and stock truck**. If you do not have photos, we require a drawing of the 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 vendor setup due to the volume of vendors we work with.***

Base Fees for Rental of Space: Outdoor Commercial

NON-FOOD CONCESSION:	FOOD CONCESSION:
\$60 per foot	\$80 per foot

- 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.

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

- Surcharge for any service above 110 volt is \$10 per 10 amps
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.
- Vendors requiring anything over 30 amp 120 volts will be charged **\$100 electrician hook-up fee.**
- **Each additional 120 volt outlet is extra charge.**
- **Vendors need to come with their own cords, wires and panels for amperage needed.**
- **All vendors must provide a GFI or GFCI (Ground Fault Circuit Interrupter)**

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. Durham Fair insurance cost is \$44 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 FAIRTIME TO REQUEST YOUR CERTIFICATE!**

Fair Hours

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

Other

Please keep your locations clean, and leave location the way you found it. Fill in all holes and divots.

Some of our vendors have worked with us for many years, however, everyone may not be aware that the Durham Fair is operated entirely by volunteers. We all 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 us is via e-mail at outdoor@durhamfair.com or leave a voice message by calling the Outdoor Commercial Rental Department of the Durham Fair at 860-349-9495 and someone will get back to you.

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

Sincerely,

Outdoor Commercial Rentals TEAM
 Durham Agricultural Fair Association, Inc.
Outdoor@durhamfair.com
 860-349-9495