



*Connecticut's Largest Agricultural Fair*

Dear Vendor:

We hope this email finds you and your family healthy. It's time to start sending out the applications for the 2022 Durham Fair. The fair dates are September 22 - 25, 2022. Karen Andrukiewicz will be running the Crafts side and Linda Stankiewicz will be running the Commercial side.

The Durham Fair Executive Team has decided to keep crafts and commercial together in the Commercial Building. To be clear, the building will be split in half; one side indoor commercial, one side crafts. You will NOT be mixed together.

If you are a NEW vendor or you have changed even one of your items in your booth, you **MUST** send us pictures of your product(s) and display when sending back your application. **We will NOT ACCEPT any CD's, thumb drive or pictures that you put online and expect us 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 form for you to fill out. Please fill out the required information on the attached application and return it **before April 15, 2022.**

*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.*

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

Sincerely,

*Karen Andrukiewicz*

Coordinator of Vendor Sales  
Superintendent of Crafts  
Durham Agricultural Fair Association

*Linda Stankiewicz*

Superintendent of Indoor  
Durham Agricultural Fair Association

## **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 product 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 OR COMMERCIAL VENDOR:	FOOD VENDOR FOR CRAFT OR COMMERCIAL:
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 or Commercial 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 Superintendents. 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 \$75 non-food, \$100 food 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. **DO NOT WAIT UNTIL FAIR TIME TO PROVIDE 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 vendors 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 without exception. The hours for the 2022 Durham Fair are: Thursday, 4pm-10pm, Friday, 9am-10pm, Saturday, 9am-10pm, and Sunday, 9am-6pm.

**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 is by email at [crafts@durhamfair.com](mailto:crafts@durhamfair.com). To contact the Superintendent-Commercial is by email at [indoor@durhamfair.com](mailto:indoor@durhamfair.com).