



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 2023 Durham Fair. The fair dates are September 21 - 24, 2023. Karen Andrukiewicz is the Superintendent of Craft/Indoor Vendors (The Marketplace) and Ashley McLaughlin is the Superintendent of Outdoor Vendors. Karrie Herrington is our Assistant Superintendent for all the vendors. Karen Andrukiewicz is also the Coordinator of Vendor Sales. I oversee all my Superintendents. If you ever have any problem that you can't get resolved with your Superintendent or Assistant you can always reach out to me at 860-559-7892.

All Craft and Indoor vendors **MUST** send us pictures of your product(s) and display when sending back your application. All Outdoor vendors **MUST** send in a picture of their booth, concession or tent set-up. **We will NOT ACCEPT any CDs, 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.**

Please fill out the required information on the attached application and return to us by US Mail **before April 15, 2023**. Our address is:

Durham Agricultural Fair Association, Inc.
PO Box 225
Durham, CT 06422
ATTN: (Put either): Craft Vendors, Indoor Vendors or Outdoor Vendors .

Do **not** send any money or check(s), with this application.

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

Sincerely,

Karen Andrukiewicz
Coordinator of Vendor Sales
Superintendent of Craft/Indoor Vendors
Cell #: 860-559-7892
Email: crafts@durhamfair.com
Durham Agricultural Fair Association

Ashley McLaughlin
Superintendent of Outdoor Vendors
Cell #: 860-418-7863

Karrie Herrington
Assistant Superintendent of Craft/Indoor/Outdoor Vendors
Cell #: 860-614-5239
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 **ALL** your products. **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 for Craft/Indoor Vendors:

| NON-FOOD VENDOR: | FOOD VENDOR |
|--------------------------|--------------------------|
| 10' x 10' space = \$ 600 | 10' x 10' space = \$ 800 |
| 20' x 10' space = \$1200 | 20' x 10' space = \$1600 |
| 30' x 10' space = \$1800 | 30' x 10' 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).

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 Superintendent of Craft/Indoor Vendors 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.

Base Fees for Rental of Space: Outdoor Vendors:

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

Surcharge for any service above 110-volt is \$10 per 10 amps. Example: 208-volt, 30 amp service is \$30; 40 amp service is \$40; 100 amp service is \$100. Vendors requiring anything over 120-volt 30 amp will be charged \$100 electrician hook-up fee. Each additional 120-volt outlet is an extra charge. Outdoor Vendors need to come with their own cords, wires and panels for amperage needed.

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.

CRAFT/INDOOR VENDORS ONLY

- 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.
- All booths must have a backdrop. You don't have to have sides if you don't want to. If you don't have a backdrop you will not be allowed to set-up.

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

Fair Hours:

Vendor booths **MUST** be staffed and operational during **ALL** hours of the fair without exception. The hours for the 2023 Durham Fair are: Thursday, 4pm-10pm, Friday, 9am-10pm, Saturday, 9am-10pm, and Sunday, 9am-6pm. This is for ALL Craft, Indoor and Outdoor vendors.

Other:

Please keep your location clean of all boxes, crates and trash at all times.

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.

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

Sincerely,

Karen Andrukiewicz, Ashley McLaughlin & Karrie Herrington