

UNION FAIR

Maine Wild Blueberry Festival

Serving Knox, Lincoln and Waldo Counties

Vendor Rules, Regulations, and Contact Info

Welcome to another great year at the Union Fair.

Enclosed is information about being a vendor at the Union Fair and should answer any questions you may have about being a vendor at the Fair. It contains the Fair's rules and regulations, so we all operate under the same policies. If you have any questions, please contact us.

We ask that you make this information available to all the employees/volunteers who work in your booth, as you are responsible for these people. Additional copies are available from the vendor coordinator's office should you need them.

We look forward to working with you at the 2017 Union Fair. Please feel free to bring any and all concerns to our attention.

Thank you for your participation.

Vendor Coordinator:

Mike Drickey

Phone: 207-470-7401 (home) or 301-785-8338 (cell)

Email: vendorinfo@unionfair.org or mike.drickey@gmail.com

Sign up a vendor, NEW to Union Fair, and receive \$50 off both yours and their vendor fees. A savings for both you and them. Be sure your name appears on their forms so credit is given to the correct person.

Union Fair, 2017 / Vendor Hours of Operation

Hours of Vendor Set – up

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| Wednesday August 16 | 9:00 am to 7:00 pm |
| Thursday August 17 | 9:00 am to 7:00 pm |
| Friday August 18 | 9:00 am to 9:00 pm |
| Saturday August 19 | 8:00 am to 10:00 am - Fair opens at 10 am! |

Set up will be during these hours unless previously arranged with the coordinator. Upon arriving at the Fair Ground, report to the coordinator's office. Before you will be permitted to set up, we must have all the required documents and information:

- A copy of your insurance
- Signed contract information
- Federal Tax ID#
- Necessary licenses
- Maine State Sales Tax Info
- Payment.

All vehicles must be off Main Street, park Place, Boardwalk, all pedestrian paths, and the midway prior to Fair opening at 10 am on Saturday, August 19.

During operating hours all booths must be attended. If your area is not attended, we reserve the right to remove your booth, and deposits and payments will be forfeited. If for any reason you feel you must close your booth, prior approval must be given by the Vendor Coordinator. All outside booths must be lit and visible for vendor and attendee visibility and safety.

Inside vendors – (Craft Hall, Blueberry Acres, and Exhibition Hall 1)

Normal hours:

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| Saturday, August 19 through Friday August 25 | 10:00 am to 9:00 pm |
| Saturday, August 26 | 10:00 am to 7:00 pm |

Buildings will be unlocked 15 minutes prior to opening and locked 15 minutes after closing to public. Unattended booths may be removed or replaced at the discretion of the Coordinators. All deposits and payments will be forfeited. If for any reason you must close your booth, contact the Vendor Coordinator as prior approval must be obtained.

Special situations:

- 1) During periods of very low attendance, the Vendor Coordinator may approve late opening or early closing on an individual or Fair-wide basis.
- 2) Exhibitors in Exhibition Hall #1 will be notified by the building superintendent when the building is to close. The hall will open early for judging, for delivery of items to be judged and to set up displays. The fair is not responsible for items that are lost, stolen or damaged.

Outside Vendors – (Main Street, Blueberry Common, Boardwalk, Park Place, Paddock, Grandstand Walkway, and Racetrack Fence).

Normal hours:

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| Saturday, August 19 through Friday August 25 | 10:00 am until the Ferris Wheel shuts down (customarily 10 PM). |
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Saturday, August 26

10:00 am to 7:00 pm. Strict Adherence to closing time on this night will be enforced.

Vendors are to remain open for business until the Ferris wheel ceases operation. Vendors must also be in booths and ready to open 15 minutes prior to fair opening.

Special situations: During periods of very low attendance, the Vendor Coordinator may approve late opening and/or early closing on an individual or Fair-wide basis.

Final Day Closing:

ALL vendor booth removal on the last day (Saturday) will begin at 7 PM, **NOT BEFORE**. At this time you may close down. You may return on Sunday from 9 am to 12 noon. Vendors unable to remove booth/equipment by Sunday noon, must make arrangements with the Vendor Coordinator.

Hardwired Electrical Connections

Hardwired connections must be handled by the Fair's Master Electrician, **ONLY!** The electrician will be available prior to Fair opening for connections. He will come around as quickly as possible on Saturday night to disconnect! This service carries a \$75.00 hook-up/disconnect fee.

Vehicles on Midway

Vehicles are permitted each day on the midway **PRIOR** to fair opening. **ALL** vehicles must be removed by 9:00 am every day with no exceptions. Deliveries may be made at night one hour after closing (Ferris Wheel shut down) and no later than midnight. This is a safety concern and mandate of State of Maine Safety Inspectors. **NO DELIVERIES** may be made by vehicle during regular fair hours. All delivery vehicles must be parked in the designated delivery location in front of the Museum and products/supplies delivered by cart or hand truck to booths.

ALL vehicles must remain off the midway area during regular hours of operation. After delivery they must be moved to designated vendor parking areas or left in the campground by those renting space there. Only certificated ADA vehicles are permitted on the Midway! Vendor parking permits will be issued to each vendor.

Harassment

Harassment of any kind will not be tolerated at the Union Fair/ Maine Wild Blueberry Festival. Offenders will be given a warning. Recurring offenders will be asked to leave, will receive no refund, and will not be welcomed back. If the offense is a crime then the Vendor will be asked to leave immediately and will receive no refund and will be told that they are not allowed back on the grounds again. Crimes will be referred to local law enforcement authorities.

Trash removal

Vendors are responsible for removing their own trash and taking it to designated collection sites. Boxes must be broken down and may be placed beside trashcans for collection. Your regular trash must be bagged in sturdy plastic bags.

Tents

Tents are allowed for outside vendors only and they must be within your allocated space and not interfere with traffic, safety, or your neighbors.

Signs and Placement

All signs must be neat, inoffensive and within the limits of your booth space. The vendor coordinator has the right to ask you to remove any inappropriate signs or reposition any sign that is blocking another space or poses a safety hazard.

Inclement Weather Policy

Should weather problems arise, vendors will be contacted by the vendor coordinator regarding procedures for shuttering operations as well as timing involved.

Prohibited Articles and Services

The following articles are not allowed to be sold or displayed: knives of any kind, poppers, snappers, cap guns, water pistols or cannons, smoke bombs, bomb bags, wrist bands with spikes, Mylar balloons that conduct electricity, fireworks, drugs, drug paraphernalia, alcoholic beverages. No permanent tattooing or body piercing is allowed to be conducted on the fair grounds.

Food Vendors

Food vendors will be required to pass any food establishment inspections conducted by the Maine Department of Human Services or Agriculture at any and all times while on the Union Fair Grounds. Vendors must provide a copy of food vendor licenses to the coordinator prior to set-up.

Appropriate fire extinguishers are required wherever flames or combustibles are in use.

Gray Water and Cooking Oil

Gray water and Cooking Oil must be disposed of properly. There is a site provided on the Fairground beside the camping area where containers may be emptied. NO gray water may be dumped or released anywhere on the Fairground EXCEPT in the designated location located by the campground. Health Officers inspect the fairgrounds during the Fair!

If assistance is required, call or visit the Fair Secretary's Office for assistance. A fee may be charged.

Passes

Each vendor rental space will receive two weekly fair admission passes per 10 front feet. Additional passes may be purchased from the vendor coordinator. Vendor pass discount prices are: \$30 for a weekly pass; \$15 for a four day pass; and \$5 for a one day pass.

Further details will be available later for non-profit vendors.

Insurance

Every vendor MUST submit a proof of insurance form in the amount of \$1,000,000 for general liability, naming the Union Fair, to the vendor coordinator *before* setting up.

The Fair cannot offer insurance coverage after the start of the Fair. Not all types of vendors can be insured through the Fair. Vendors may obtain coverage from their agents or through K and K Insurance, on-line at kandkinsurance.com. Insurance can be purchased through the Fair, prior to Fair opening, for a fee of \$100.

Payments

Deposits

There is a \$100.00 deposit for each space rented. Deposits are refundable on a decreasing basis, 25 percent for each 90 days prior to the Fair opening date. Exceptional circumstances may be coordinated with the Vendor Coordinator.

Balance of fees for your space/booth will be due on August 1.

Rates for 2017

Inside locations

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| Blueberry Acres, Craft Barn, Exhibit Hall #1 | |
| Inside booth (normally 10' front x 8' depth) | \$20.00 per frontage foot |
| Corners and Center aisle ends (10' front x 8' depth) | \$22.50 per frontage foot |

Outside locations

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|--|---------------------------|
| Blueberry Common (vicinity of entertainment center): | \$20.00 per frontage foot |
| Boardwalk: | \$35.00 per frontage foot |
| Grandstand walkway: | \$20.00 per frontage foot |
| Main Street: | \$25.00 per frontage foot |
| Park Place: | \$35.00 per frontage foot |
| Race track fence: | \$15.00 per frontage foot |
| Other: | \$15.00 per frontage foot |
| Blueberry Common (south of Blueberry Acres): | \$200.00 (size TBD) |

Part time vendors

Part time vendors are permitted at inside locations and at outside locations on "Blueberry Common" and "Other" locations, as available, and only with advance permission.

Payment

Payment is expected prior to the opening of the Fair (10AM Saturday). If this is not possible, a written agreement must be approved by the vendor coordinator. A penalty may be assessed.

WiFi

WiFi access is available to vendors in the Craft Barn, and may be extended to other locations. WiFi is designed for business use. Other casual use is permitted, with the exception of streaming video (e.g., Skype, movies) and visits to websites that are generally considered inappropriate.

A charge for WiFi connection will apply in 2017.

Fire Extinguishers

All food vendors are required to have a class BC Fire Extinguisher.

Outside Deliveries

All deliveries made to the fairgrounds can be shipped to 1 Fairgrounds Lane, Union, ME 04862. Vendors are responsible for their own deliveries and must be available to pick them up when they arrive. The Fair is not responsible for deliveries.

Awards

A committee will inspect/preview/judge all vendor booths throughout the week. A prize and certificate will be awarded on the final Saturday for each of the following categories.

The categories are:

- Best overall appearance (award for Inside and Outside vendors)
- Best Blueberry Theme (award for Inside and Outside vendors)

Camp Sites

For campsite information and availability please visit unionfair.org and download camping reservation information. Discounted rates are available to week long vendors. Vendors who are paying a standard fee for their vendor space and are with us for the full week, receive a 25% discount off the published campground site fee.

Contact Us

For Vendor Information please contact

Mike Drickey

Phone: 207-470-7401 (home) or 301-785-8338 (cell)

Email: vendorinfo@unionfair.org or mike.drickey@gmail.com

Additional information is available on our web site, www.unionfair.org