

# THE SANDWICH FAIR ASSOCIATION

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## 2024 VENDOR/EXHIBITOR RULES & REGULATIONS

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1. Exhibitors must furnish a Certificate of Insurance (COI) no later than 7/1 with the following information:  
Commercial general liability limits shall be:
  - \$1,000,000 Each Occurrence
  - \$2,000,000 General Aggregate
  - The Sandwich Fair Association, must be designated as a Certificate Holder as well as an additionally insured organization.If you do not have commercial insurance, you may purchase it through The Fair for \$100.
2. All exhibits, concessions, and vendor equipment must be electrically grounded (if applicable).
3. No late arrivals or early dismissals will be allowed without specific approval from Concessions Managers.
4. All personal vehicles shall remain outside the fairgrounds.
5. The Sandwich Fair Association assumes no responsibility or liability for damage or loss of property.
6. Machinery in motion must be located safely inside the exhibitor's leased space with sufficient safeguards and enclosures to adequately protect others. Machinery exhibitors accept full responsibility for injury or damage to the person or property of others.
7. No one will be permitted to sublet or transfer the whole or any part of any leased space.
8. All vehicles must be removed from the Fairgrounds one hour prior to daily opening and remain off the Fairgrounds until closing time.
9. Advertising is allowed only within your paid space.
10. After 30 days, all unauthorized vehicles and equipment remaining on the Fairgrounds will become the property of the Sandwich Fair Association.
11. Trash removal is the responsibility of each exhibitor, vendor, concessionaire. Trash shall be placed in dumpsters, and cardboard must be broken down. Bread racks, soda bottle trays and other bulk storage items are the responsibility of the vendor; do not leave them behind.

12. The Sandwich Fair Association reserves the right to decline or prohibit any exhibit, display or activity not suitable to the spirit of the Fair. This applies to any person, item(s), conduct, printed material, souvenir, catalog and item. No activity may interfere with the display or activity of any other exhibitor, vendor, or concessionaire. No displays are allowed without specific approval of The Sandwich Fair Association.
13. All midway concessions, and exhibitors in the Burrows Building and Craft Building, must be open by 4 p.m. on Friday. All other vendors Friday night is optional.
14. **Daily Opening Times:** Every vendor, and concessionaire shall be open at 8 a.m. on Saturday, Sunday, and Monday without exception. Any vendor who isn't open on time, closes too early or removes their items during operating times without approval from the concessions department first will be **fined \$100**. If that fine isn't paid, we have the right to cancel your contract for next year.
15. **Daily Closing Times:** shall be at the discretion of the Sandwich Fair Association. Including rainouts. Operating hours are Friday 4-9 for Burrows & Craft Vendors, optional for everyone else. Saturday 8-6, Sunday 8-6 and Monday 8-5.
16. Burrows vendors must have displays removed no later than by 9 p.m. on Monday (last day of fair). Note: craft building vendors displays shall be removed by 7 p.m. on Monday.
17. Each vendor will be given **6 complimentary 1 day passes per rented space**. Additional one-day passes can be purchased at the concession's office for **50% of current price**.
18. Any inside vendor who doesn't abide by these rules and regulations gives The Sandwich Fair Association the right to terminate their contract and depending on the circumstances the right to escort them off the grounds.
19. Electrical plug ins are not included with space rental and will be charged separately per plug in- see contract for rates.
20. Any cancellations within 30 days will not be refunded.

**Food Vendors:**

- Hot and cold water under pressure with appropriate flooring is required in each booth.
- State-approved fire suppression systems are required when applicable.

**Craft and Burrows Building Vendors and Farmers Market:**

- Burrows Building, Craft Building and Farmer's Market set-up Friday 9-3:30, must be open 4-9 Friday night. (Optional for Farmer's Market to be open)
- Displays must be removed by end of day Monday (7 p.m. for Craft Building; 9 p.m. for Burrows)
- Craft Building vendors are required to provide live demonstrations of craft during fair.
- For questions contact Sue Dail the Building Concessions Manager via e-mail; sueldail@gmail.com.

**Please keep this for your reference!**