

THE SANDWICH FAIR ASSOCIATION

2021 VENDOR/EXHIBITOR RULES & REGULATIONS

1. Exhibitors must furnish a Certificate of Insurance (COI) no later than 9/15 with the following information:
Commercial general liability limits shall be:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 General Aggregate
 - The Sandwich Fair Association, its employees and Board of Directors must be additionally insuredIf you do not have commercial insurance, you may purchase it through The Fair for approximately \$100 (subject to change). Contact the fair office (below) for info.
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 The Sandwich Fair Association.
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 (varies daily).
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, must be open by 4 p.m. on Friday.
14. Daily Opening Times: Midway and concessions, farmers market exhibitors, and craft and Burrows building exhibitors shall be open at 8 a.m. on Saturday, Sunday, and Monday without exception. Commercial exhibitors shall be open at 9 a.m.
15. Daily Closing Times: shall be at the discretion of the Sandwich Fair Association.
15. Inside vendors must have displays removed no later than by 12:00 a.m. (midnight) on Monday (last day of fair). Note: craft building vendors displays shall be removed by 7 p.m. on Monday

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:

- Displays must be removed by end of day Monday (7 p.m. for Craft Building; 11:59 p.m. for Burrows)
- Craft Building vendors are required to provide live demonstration of craft during fair, and must be open by 8 am Sat/Sun/Mon.

Please return a signed copy with your application.

By initialing below, you acknowledge that you have read and understand the rules and regulations as outlined in this document.

Print and sign here

date

SFA_App_Commercial Exhibitor Space 2021_V1-0