



# Piscataquis Valley Fair Vendor Information



## Welcome vendors to the Piscataquis Valley Fair

This sheet contains information about the fair and will answer some questions. If you have further questions, please contact the vendor coordinator. We look forward to working with you at the Piscataquis Valley Fair.

## Vendor Coordinator:

Trisha White ~ [\(207\) 717-7619](tel:2077177619) ~ [wildlifeandwardrobes@gmail.com](mailto:wildlifeandwardrobes@gmail.com)

## Hours of Set Up:

Wednesday: 9:00 AM to 7:00 PM

Thursday: 9:00 AM to 11:00 AM

Set up will be during these hours unless previously arranged with the vendor coordinator. Upon arriving at the fairgrounds, you must report to the vendor coordinator before setting up. (call cellphone or go to the fair office) Before you will be permitted to set up, the vendor coordinator must have all of the required documents and information. 1. Signed contract information, 2. Tax ID #, and 3. Payment in full. All vehicles must be off the midway prior to fair opening.

## Hours of fair operation

### Inside Vendors – (exhibition hall 1 & 2)

Thursday & Friday 12:00 PM to 9:00 PM

Saturday 10:00 AM to 9:00 PM

Sunday 10:00 AM to 6:00 PM

### Outside vendors may stay open until the ferris wheel stops

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

## Final Day Closing

ALL vendor booth removal on the last day, Sunday, will begin at 5 PM, NOT BEFORE. At this time you may close down. Vendors unable to remove booth/equipment on Sunday must make arrangements with the vendor coordinator.

## Payments

Full payment for your space will be required prior to setup. This money will be refunded if you let the vendor coordinator know that you will not be attending at least 21 days prior to the first day of the fair.

## Passes

Each vendor rental space will receive one admission pass for every \$50 spent on rented space.



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## **Harassment**

Harassment of any kind will not be tolerated at the Piscataquis Valley Fair. 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 offence is a crime, the vendor will be asked to leave immediately, will receive no refund, and will be told they are not allowed on the grounds. Crimes will be referred to local law enforcement authorities.

## **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.

## **Tents**

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

## **Trash Removal**

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

## **Vehicles on Midway for Deliveries**

Vehicles are permitted each day on the midway prior to fair opening. ALL vehicles must be removed 1 hour prior to fair opening with NO EXCEPTIONS. This is a safety concern and mandate of State of Maine Inspectors.