

## **Piscataquis Valley Fair Vendor Information**

**Welcome vendors, to the Piscataquis Valley Fair.**

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

**Vendor Coordinator:** Trisha White – 306 Wharff Rd Guilford, Me 04433

Cell: 207-717-7619

Email: [trishawhite@gmail.com](mailto:trishawhite@gmail.com)

### **Hours of set up:**

Wednesday - 9AM to 7PM

Thursday - 9AM to 11AM

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 cell phone or go to the fair office) Before you will be permitted to set up, the vendor coordinator must have all the required documents and information prior to Wednesday of set up.

#1. Signed contract information

#2. Tax ID#

#3. Payment in full.

All vehicles must be off the midway prior to the fair opening.

### **Hours of Operation:**

**You must be set up for the 4 days.**

Inside Vendors – Exhibition hall #2

Thursday & Friday - 12 noon to 9 PM

Saturday - 10 AM to 9 PM

Sunday - 10 AM to 6 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 the Wednesday before set up. 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.

**Admission:**

Each vendor will be responsible for their admission. The cost is \$6 per day per person or you may purchase a 4 day pass for \$20 per person NON Transferable.

**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 and will not receive a refund of any payments made, will not be welcomed back. If the offense is a crime they will be asked to leave immediately and will be told they are not allowed back on the grounds. Crimes will be referred to the local law enforcement authorities.

**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 and alcoholic beverages. Not permanent tattooing or body piercing is allowed on the fairgrounds.

**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 possesses 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 one (1) hour prior to fair opening with NO EXCEPTIONS. This is a safety concern and mandate of the State of Maine Inspectors.

**Our Mission:**

We strive to be a family friendly fair, therefore if we see or hear of anything that we feel is not within the parameters of keeping with our mission we reserve the right to remove you from the fairgrounds.