



# 2018 *Vendor Manual*

Monday, July 23 - Sunday, July 29

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**\*\*\*NOTE: THIS MANUAL HAS BEEN UPDATED AND REVISED. PLEASE READ CAREFULLY. ALSO, ALL RULES & REGULATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

On behalf of the Board of Directors, Officers and Staff, we would like to welcome you to the 2018 Barnstable County Fair. **Our Fair dates are Monday, July 23, 2018 - Sunday, July 29, 2018, which is 7 days. Fair hours are: Monday – Thursday: 4:00 PM to 10:00 PM, Friday – Saturday 12:00 PM (noon) to 10:00 PM and Sunday 12:00 PM to 9:00 PM.** Gates and Buildings will close at 9:00 PM on Sunday with the Midway staying open until 10:00 PM.

This manual is written to help you better understand our rules and regulations that have been implemented to make our Fair fun and safe for all. Please read and adhere to all the information contained in this manual as the rules and regulations will be enforced.

Any deviation from these rules without first obtaining permission from the Commercial Office could result in dismissal from the Fairgrounds and future Fairs.

This manual does not supersede the rules and regulations that are on the back of the contract nor individual letters that you may receive from another committee, but will be used to help communicate those rules. **It's imperative that you read the back of the signed contract for full details.**

We urge you to make this manual available to those persons who are responsible for your booth at the Barnstable County Fair. **The vendor manual is available online at [www.barnstablecountyfair.org](http://www.barnstablecountyfair.org). It is your responsibility to download the manual.**

We value your opinions as professionals in this business and are always willing to listen to any suggestions that will help all interested parties thrive.

Through our partnership, we will continue to provide one of the best Fairs in New England.

We thank you for your support and look forward to our continued relationship.

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## **1. OPENING OF THE BARNSTABLE COUNTY FAIR**

**\*\*\*NOTE DATES AND TIMES:** The Barnstable County Fair officially opens its gates to the public at 4:00 PM on Monday, July 23, 2018 and closes on Sunday, July 29, 2018 at 9:00 PM. Operating hours for the 2018 Fair are as follows:

Monday	July 23	4:00 PM	to	10:00 PM	OPENING DAY
Tuesday	July 24	4:00 PM	to	10:00 PM	
Wednesday	July 25	4:00 PM	to	10:00 PM	
Thursday	July 26	4:00 PM	to	10:00 PM	
Friday	July 27	12:00 PM	to	10:00 PM	
Saturday	July 28	12:00 PM	to	10:00 PM	
Sunday	July 29	12:00 PM	to	9:00 PM	CLOSING DAY

### **\*\*\*NOTE THE FOLLOWING:**

- **ADMISSION GATES CLOSE AT 10:00 PM MONDAY – SATURDAY, AND 9:00 PM ON SUNDAY**
- **YOUR BUSINESS HAS THE OPTION TO STAY OPEN LATER BUT MUST BE CLOSED FOR BUSINESS BY 11:15 PM DAILY (10:00 PM on Sunday)**
- **MIDWAY AREA STAYS OPEN UNTIL 11:00 PM MON – SAT, 10:00 PM SUN with option to stay open until 11:30 (10:30 PM on Sunday) .**

**Please be aware for safety reasons, we could open the gates earlier than posted if the line becomes too long. Please be at your booth ½ hour prior to the opening times stated above.**

## **2. COMMERCIAL OFFICE HOURS**

The Commercial Office is located in the main office of the Administration Building. The Commercial Office hours for 2018 are:

Wednesday thru following Sunday	July 18 – July 29	8:00 AM to 4:00 PM
Monday	July 30	8:00 AM to 12:00 PM

## **3. VENDOR SETUP**

### **A. MASSACHUSETTS TAX I.D. CERTIFICATE / NUMBER**

Massachusetts Sales Tax Numbers are required by the Massachusetts Department of Revenue. Every vendor who offers goods or service for sale must have a current and valid Massachusetts Sales Tax Certificate. The Massachusetts Department of Revenue requires the Barnstable County Agricultural Society to file vendor Tax ID #'s before the opening of the Barnstable County Fair. Therefore, as a vendor, it is **mandatory** for you to submit to us your Tax ID# on your contract. Without this, you will not be able to be a vendor at our Fair. Also, a copy of this certificate **must be** on display in plain site at your booth. If you do not have a number, an application can be obtained by calling 617-887-6367. During the Fair, representatives from the Massachusetts Department of Revenue will be on site at the administration office for you to pay your sales tax. If you have any questions regarding this matter, please contact Joe Chester, MA Department of Revenue, directly at 508-862-2082.

## **B. SET-UP**

No Vendor will be allowed to set up their booth on the Fairgrounds **prior to Wednesday, July 18, 2018**. In addition, the following must be correct and up to date: contracts, fees, tax ID number, sales tax and insurance policies. **Unless other arrangements have been made, a \$100 late fee** will be assessed for any payments received after your due date. If personal or business checks are returned, a processing bank fee **will be** charged and future checks **will not** be accepted from you or your business. ***Under no circumstance will Personal or Business Checks be accepted after June 15, 2018.*** All balances must be paid as outlined in the original contract. **FILING FEE, DEPOSITS AND/OR CONTRACT PAYMENTS ARE NON-REFUNDABLE.**

## **C. SETUP – PRIOR TO THE FAIR**

For check in and setting up your booth, the Commercial Office will be open on Wednesday, July 18, 2018 thru Sunday, July 22, 2018 from 8:00 AM to 4:00 PM. Once on the grounds and with approval, you will have until 6:00 PM to set up your booths. All Vendors are required to have their booth in place, inspected and to be ready for opening by 12:00 PM on Monday, July 23, 2018. Access to the Fairgrounds starts at 6:30 AM on July 23. **All Food Vendors must be setup and ready for inspection by the Falmouth Board of Health Department and Fire Department no later than 10:00 AM on Monday, July 23, 2018. IT IS IMPERATIVE THAT THE TIME SPECIFIED IS FOLLOWED. You will not be allowed to open until both inspections are satisfactorily completed.**

The Board of Health's phone number is (508) 495-7485. *We reserve the right to exclude any booth or part of a booth that is not ready or placed by the specified times.*

## **4. ACCESS TIMES – DURING THE FAIR**

Gate 1 and Gate 4 will open 3 hours prior to the opening of the Fair. Vehicles with Gate passes will be allowed on the grounds for the purpose of re-supplying their booth. Admission tickets/badges **MUST** be used in order to enter through any of our gates, Gate 1, Gate 4, Gate 6, or the East and West Entrance Gates. **ABSOLUTELY NO VENDORS** will be allowed on the Fairgrounds without a ticket/badge. **This policy will be fully enforced and there are NO exceptions to this policy.** All vehicles must be off the grounds 1/2 hour prior to opening time or they will be towed at the owner's expense. **Because security is not provided inside the Marketplace Building,** the doors will remain locked until 1 hour prior to opening daily. At that time, we will open the back door for set-up and restocking. The front door of the building will remain locked until 15 minutes before opening. Please make arrangements if you need to get into the building before the above-mentioned times.

## **5. VENDOR HOURS**

Ticket sales will begin at the times stated in Section 1 of this manual. We will continue to sell tickets until 10:00 PM Monday – Saturday and 9:00 PM Sunday.

All Vendors are required to be opened and manned during the official hours, stated in Section 1. **You are required to stay open until closing time each day. Outdoor vendors can stay later but must be closed for business by 11:15pm. The Marketplace Building can stay later but must be closed for business by 11:00pm. On Sunday, closing day, vendors have the option to close at 9:00pm, but no later than 10:00pm.** During the open hours of the Fair each day, all booths must be manned by a **competent** attendant. If your area is not manned, the Barnstable County Fair Board has the right to remove your booth and replace it with another. **All deposits and payments, including the clean-up fee, will be forfeited.** Any vendor who leaves or is asked to leave for any reason during the Fair week relinquishes their space and such space may be resold. Again, **NO REFUNDS**, which includes cleaning and/or security deposit, will be given and you will not be invited to return. If for any reason you feel you must close your booth, prior approval must be given by the Commercial Office. **THERE WILL BE NO EXCEPTION TO THESE RULES.** For security reasons, vendors must

leave the buildings, tents or area in which their booth is located by within 30 minutes after the public has left or 11:30 whichever is earlier. **UNDER NO CIRCUMSTANCES CAN ANYONE OCCUPY OR SLEEP IN THEIR BOOTH/SPACE AFTER 11:30 PM.** Please note that the cleaning and/or security deposit is taken to assure that you maintain and man your space throughout the Fair and that you leave the space as you found it; raked, swept and clean of all debris.

**\*\*\*NOTE: We are not responsible for any theft or damage to your space.**

**\*\*\* MANAGEMENT RESERVES THE RIGHT TO CLOSE THE FAIRGROUNDS DUE TO INCLEMENT WEATHER OR ANY EMERGENCY SITUATION.**

## ***6. ARRANGEMENT OF BOOTHS – MARKETPLACE BUILDING***

Arrangement of booths must be such as not to obstruct the view of other booths. When partitions are used, they must be neatly backed in such a manner as not to detract from the appearance of space occupied by adjoining booths. All tables must have skirting that runs to the ground. **All products, signs and people must stay within their space designated. We do not allow vendors to place signs, product, tables or people outside the area that has been purchased and designated.**

## ***6A. ARRANGEMENT OF BOOTHS – FOOD VENDORS***

Arrangement of outside booths has changed to allow 10' of space between any food vendor using propane and any other vendor to comply with new town regulations. **For proper placement, all food vendors are required to notify the office to expected time of arrival so staff may assist in placing.**

## ***7. YOUR PROPERTY ON THE FAIRGROUNDS***

As this is an outdoor Fair, we **CANNOT BE RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED PROPERTY.** If you are in a tent, or the Marketplace Building, please protect your property by covering it and keep all items off the ground as they could be damaged by rain or flooding.

## ***8. CONDUCT AND APPEARANCE***

**All Vendors, Agents and Employees** must conduct all business from within the assigned areas of your contract space. No person or persons shall solicit business, distribute free samples, literature or promote business in the aisles, walkways, parking or midway areas. No vendors should act in such a manner to be a nuisance or annoyance to the public or to other vendors. **HAWKING AND/OR ROVING SOLICITATION IS NOT PERMITTED.** Please remember that you are a reflection of the Fair. We expect everyone to be clean and neatly clothed, orderly and polite in their conduct and speech, and to be courteous to our patrons and act in a professional manner at all times.

## ***9. VEHICLES ON THE FAIRGROUNDS***

Gate 1 and Gate 4 will open 3 hours prior to opening and are used to allow all our vendors to deliver items to their booths. **Only vehicles with a Gate Pass and admission ticket/badge, which will be provided in your check-in packet, will be allowed on the grounds.** All vehicles must be off the grounds 1/2 hour prior to opening the grounds to the public. Violators will be towed at the owner's expense. There is no parking provided on the grounds for private passenger vehicles. This includes vehicles parked behind your space. We do have limited on site parking for authorized storage trucks. This is provided for a fee and is in a designated area. On site storage stickers will be provided and must be attached to the vehicle. During the days that the Fair is in operation, no cars, trucks, motorcycles, golf carts, mopeds, ATV's, bicycles, skateboards, scooters, roller skates, or any motorized land vehicle will be allowed on the Fairgrounds from 1/2 hour prior to opening until 11:30 PM. Health related vehicles are exempt from this policy. During other hours we

reserve the right to bar anyone from driving or riding any of the above listed items if the person is operating it in such a manner to cause harm to themselves or others.

## **10. CARE OF BOOTH & TRASH PICKUP**

All vendors are responsible for their own booth and after closing shall police their own area by sweeping and/or raking any debris to the front of the space. Cartons and cardboard are to be broken down and left near our barrels for pickup by BCAS's cleanup crew. **Grease is not to be disposed of on the grounds because of environmental controls. All oils & grease shall be placed in the grease barrels provided by the Fair. PLEASE NOTE THAT YOU MUST REQUEST THESE BARRELS FROM THE COMMERCIAL OFFICE.** Old grease should not be left in their original containers anywhere on the grounds. **We provide grease barrels at no cost.** Two (2) or more vendors can share these barrels. Anyone caught pouring grease in anything other than the grease barrels provided by the Fair will be asked to leave the grounds immediately without any refunds. For disposal of trash, there is a dumpster located to the right of the Main Arena behind the bleachers. Again, **NO grease** is allowed in the dumpster. It is your responsibility to keep your area neat and clean. **For safety reasons, it is required by the town electrical inspector to bury all hoses and electrical lines prior to 10:00 AM on Monday, July 23, 2018. The Fair does not provide shovels or rakes.** The back of trailers, units and space should be kept clean and orderly. We reserve the right to ask for fencing around the back of any location. All propane tanks must be secured to the trailers. There will be no dumping of water or product on the Fairgrounds. Gray water stations are provided throughout the grounds. The Commercial Office reserves the right to shut your space down if you are found in violation of any of these rules. They have the right to ask you to correct or repair any item which they feel is unattractive or hazardous in any way, shape, or manner.

### **10A. RECYCLING**

Cape Cod Fairgrounds is responsible for ensuring Barnstable County Fair vendors comply with all Massachusetts waste bans. Banned materials: glass, metal, metal containers, recyclable paper and food waste. **Food vendors should be aware of the new waste ban requiring separation of food and vegetative material from the waste stream.** Vendors are responsible for separating food waste (i.e. onion peels, potato peels, lemon rinds, damaged and spoiled foods) and bringing the material to shared food waste composting bins. Cape Cod Fairgrounds will provide containers designated exclusively for food waste in easily accessible areas.

**10B. If vendor dumps grey water, grease, or oil, or recycling is not adhered to, the cleaning fee will not be refunded.**

## **11. BREAK DOWN**

**NO** vehicles will be allowed on the Fairgrounds prior to 11:30 PM on the days the Fair is in operation. On the last day of the Fair, you can start to break down at **9:00 PM**; however, since the Midway Area closes at 10:00 PM, **NO** vehicles will be allowed on the property **before 10:00 PM**. If dismantling and packing occurs **prior** to 9:00 PM, your company will not be invited to return to future Fairs **AND YOUR CLEANING AND / OR SECURITY DEPOSIT WILL BE FORFIETED.** We are obligated to run our Fair until 10:00 PM Monday – Saturday and 9:00 PM Sunday. On closing night, Sunday, July 29, 2018, the Marketplace Building will be locked by security when the last vendor has packed up items or 1:00 AM, whichever comes first. The building will remain locked until 8:00 AM on Monday, July 30, 2018. You will have until 12:00 PM to breakdown your space. Unless prior arrangements have been made, all vendors must be off the Fairgrounds no later than **Tuesday, July 31, 2018.**

## **12. BOOTH CONDITIONS AFTER THE FAIR**

Booth space after the Fair shall be returned to the condition in which it was found prior to the opening of the Fair. This means that any holes or trenches that were dug must be filled in. All paper, wood, and debris removed, and the entire area raked and/or swept clean. If wood or oil is found in or near your area, your security deposit will be kept, as we need to make special arrangements to discard. The Commercial Office will be open from 8:00 AM to 12:00 PM on Monday, July 30, 2018 for inspection of your site. **Your \$100 cleaning deposit will only be returned upon these conditions.** If for any reason your space needs to be cleaned by BCAS, your deposit will be adjusted accordingly. **NO CASH OR CHECK WILL BE REFUNDED THAT DAY;** however, if approved, cleaning fees will be sent to the business name and address listed on your contract prior to August 20, 2018. **Note: If you were asked to leave prior to the end of the Fair, or if you leave on your own prior to the end of the Fair, your security deposit will not be returned.**

## **13. TENTS**

**For a fee**, tents can be provided by the Fair if requested by **June 15, 2018** and written into your contract. We will supply sides and one light in the interior **ONLY**. **Please note that we are not responsible to take down or put up the sides of a rented tent during Fair.** If you bring your own tent, it must be able to fit in the size of the space you rented. Because of potential high winds, all tents must be commercial grade, flame proof, staked and tied down as not to cause any damage to your neighbors.

## **14. INSURANCE**

Every vendor must maintain Public Liability including Personal Injury Liability, Products Liability, and Property Damage Insurance acceptable to the Fair covering a period beginning no less than 10 days prior to July 23, 2018 and ending no less than 10 days following July 29, 2018. Such insurance shall provide limits of not less than \$1,000,000 and the "Barnstable County Agricultural Society, Inc." **its employees, directors and volunteers shall be listed as ADDITIONAL INSURED and shall be given written notice at least thirty (30) days prior to any cancellation or reduction in limits.** All vendors must provide Workers Compensation for all employees in accordance to Massachusetts's law. A Certificate of Insurance complying with the above recommendations must be in the Commercial Office no later than **June 15, 2018**. If for any reason you do not provide a satisfactory Certificate of Insurance by June 15, 2018, we will place you on our Blanket Liability policy at a fee of \$150.00, price subject to change, which is due and payable prior to setting up and must be listed on your contract.

**\*\*\*NOTE: WE DO NOT SUPPLY WORKER'S COMPENSATION, AUTOMOBILE OR PROPERTY COVERAGE. YOU MUST MAINTAIN YOUR OWN POLICY. WE ARE NOT RESPONSIBLE FOR ANY LOST, STOLEN, OR DAMAGED PROPERTY.**

## **15. ELECTRICITY**

All vendors **will be** charged an electrical charge. Electrical charges will be based on voltage and amperage needed. Electric service for Commercial Vendors is 120V 20A. If you need more electricity than supplied, you will be charged accordingly. Also, for a **fee**, if you need an electrician, other than the BCAS electrician, you **must** make a request at the Commercial Office. Any services provided by the BCAS electrician for you will be charged accordingly. The BCAS electrician is here for hookup and disconnect. Any issues within your rig are your responsibility. **ALL ELECTRIC CORDS MUST BE 3-PRONG. THE TOWN OF FALMOUTH WIRING INSPECTOR REQUIRES THAT YOU MUST DIG ALL ELECTRICAL CORDS AND HOSES UNDER THE GROUND FOR SAFETY PURPOSES. WE DO NOT PROVIDE RAKES OR SHOVELS. Inspection will be made daily.**



## **16. SOUND SYSTEM**

Sound systems may be used providing they do not disturb your neighbor or anyone else on the grounds. They must be kept at a low volume. If any complaints are received, it will be necessary to eliminate the system altogether. **HAWKING OUTSIDE YOUR BOOTH IS NOT PERMITTED.**

## **17. DECORATIONS**

Decorations are the responsibility of the vendors. **ALL MATERIALS MUST BE FLAME PROOF.** Crepe and corrugated paper decorations are not permitted. No tarps or colored throws are to be used on outdoor booths. **All vendors must furnish their own setup including any tables and chairs.** We continue to do landscaping and flower planting but we need your help. Feel free to use hanging baskets, potted plants, and small shrubs in pots as long as they are within your designated space.

## **18. SIGNS AND PLACEMENT**

All signs and placement must meet the approval of the Commercial Committee. All signs must be neat, inoffensive and within the limits of your booth/space. The Commercial Office shall have the right to request removal of any signs that are considered undesirable. No signs shall be placed on the outside of the Marketplace Building, or hung in such a manner to be of a nuisance to your neighbors.

**If non-approved item is permanently displayed on concession, it must be covered.**

## **19. PRICE POSTING - REGULAR VENDORS**

All merchandise on display and for sale must be clearly marked with the selling price. Vendors offering a service for sale must post the cost of that service. All pricing signs must be neat and inoffensive and within the limits of your booth/space.

## **20. PRICE POSTING - FOOD VENDORS**

Food Vendors shall post in a conspicuous manner at the front of the unit/booth or window a sign showing the price of all items. The size of the sign and bill of fare shall be readable at a minimum of 15 feet. All pricing signs must be in good taste, neat, inoffensive and within limits of your space.

**20A. Any food vendor diverting from approved menu may be asked to leave with no refund.**

## **21. SALES RECEIPTS**

Licensee's name and address must be on all sales receipts. This does not apply to Food Vendors.

## **22. PROHIBITED ARTICLES & SERVICE**

The following articles are not allowed to be sold or displayed: knives of any kind, poppers, snappers, cap guns, water pistols and cannons, smoke bombs, bomb bags, wrist bands with spikes, balloons that conduct electricity, fire works, drugs, drug paraphernalia, alcoholic beverages, obscene t-shirts or products, etc. **No unlicensed or copyrighted products of any kind, including the replication of any copyrighted item.** There will be no permanent tattooing and body piercing on the Fairgrounds. No second hand articles shall be exhibited or sold unless they are in the class of antiques. The Barnstable County Fair Board reserves the right to remove, or ask you to remove, any literature or articles that are for sale or giveaways which it feels are not in keeping with the best interest of the Fair and/or its patrons. This includes literature or articles that are considered by the Fair Management to be in poor taste and offensive to the public.

## **23. SUB-LETTING OF SPACE**

Sub-letting of your space or part of it is prohibited. **Please note that if you sell your business, your space regardless of the number of years at the Fair, cannot be sold with your business.**

## **24. FIRE EXTINGUISHERS**

All Food Vendors must have a class BC Fire Extinguisher.

## **25. EMERGENCY PROCEDURES**

**In the event of a fire, police or medical emergency, smell of gas or smoke:**

1. Evacuate people in the immediate area who are in danger.
2. Notify any Fairground personnel with a portable radio.
3. If safe, attempt to put out a fire with fire extinguishers or garden hose.
4. Do not give out any information regarding emergencies. Refer all questions to the Fair Manager.

## **26. SECURITY**

There will be limited security on Saturday night, July 21, 2018. Full security begins at 8:00 PM on Sunday, July 22, 2018 and ends at 9:00 AM on Monday, July 30, 2018. During the Fair, the Marketplace Building will be closed and secured from 11:00 PM to 1 hour prior to opening time the following day. **There will be no security provided inside the building; however the Marketplace Building will be alarmed nightly.** All outside vendors will be patrolled by security during the night. The Barnstable County Fair will take every reasonable precaution to secure the grounds **BUT** cannot be held responsible for lost, stolen or damaged items. We strongly suggest anything of value should be removed from the grounds each night.

## **27. RV/ TRAILER PARK**

The RV Park opens Wednesday, July 18, 2018 – vendors may come in a couple of days earlier if arranged in advance. There is limited space; therefore, all vendors using the RV Park **MUST** fill out an application. **NO VENDOR** will be allowed in the RV Park without one. The daily fee is \$35.00 per night per hook-up. **FULL PAYMENT is MANDATORY prior to hook up in the RV Park or setting up your booth/space for the Fair. Please note for safety purposes we will only allow 1 vehicle per trailer in the RV Park. If you have more than one vehicle you can park in the adjacent lot. All RV tags must be displayed and the RV park will be monitored.**

**IMPORTANT MESSAGE: Payment for Annual RV users is included in the yearly contracts, which is then divided into three installments.**

The Fair and/or Commercial Office will handle all payments regarding the RV Park. For RV Park applications and complete rules & regulations contact the Fair and/or Commercial Office.

## **28. ADMISSION CREDENTIALS**

A. Fourteen Vendor Admission Tickets will be given for each 10' frontage, which includes side selling. Admission tickets **MUST** be used in order to enter through any of our gates, Gate 1 and Gate 4, or the East and West Entrance Gates. **ABSOLUTELY NO VENDORS** will be allowed on the Fairgrounds **without a ticket/badge. This policy will be fully enforced and there are NO exceptions to this policy.** As before, Additional tickets may be purchased for \$5.00 until we open on July 23, 2018 at the Main and/or Commercial Office. Admission tickets are for you and/or your employees use only and are not for resale. Reselling of admission tickets is a cause for removal of your space from the Fairgrounds.

**28A. RESERVE PARKING** is limited because of space. One reserved parking sticker will be issued to each vendor for each 10' frontage, including side selling, to a **maximum** of 4 Reserve Parking passes per contract. The Reserved Parking lot is free and is located behind the Administration Building. This is the only Reserved Parking on the grounds. If you need additional parking, you can go to our

paid parking lot #4, West Gate, and Lot #1, East Gate, for a fee of \$10.00; parking in lots #2 and #3 are free. **NO ADDITIONAL RESERVED PARKING PASSES WILL BE ISSUED.**

### ***29. MEAL TICKETS FOR FAIR STAFF***

Barnstable County Fair allots meal tickets to volunteers. Each ticket has a **maximum \$4.00** value. The ticket has no cash value and **NO CHANGE** is to be given. **All tickets must be turned in to the Fair Administration Office NO LATER THAN August 15, 2018 or they will not be honored. Tickets should be totaled and attached to the food vendor's name and business.** We will send a check to the business name and address on your contract no later than August 20, 2018.

### ***30. UPS, MAIL, FedEx DELIVERIES***

UPS and FedEx deliveries are made to the Morton Building, which is the gray, steel building next to the Administration Office, usually around 11:00 AM. **There will be NO deliveries to individual vendors or buildings.** The Commercial Office will make every effort to announce that UPS or FedEx is on the Fairgrounds. **The Commercial Office and or its employees will not be responsible for any deliveries.** Please make prior arrangements if you have any COD's arriving and would like the Commercial Office to hold the check and sign for the package. In any event; however, **we will not handle cash or be responsible for any package that you have requested we sign.** Regular mail is delivered to the Administration Office by 11:00 AM daily except Sunday.

### ***31. PETS***

Absolutely no pets of any kind will be allowed on the grounds of the Barnstable County Fair. **This does not apply to Guide or Service Animals.** Dogs or cats may be kept in the trailer park area, but must be caged or inside trailers or campers. Animals that are kept at the trailer park must be quiet and safe for all. The animal will be removed from the property if a complaint is received.

### ***32. INDUCEMENTS***

If you use an inducement, you must complete an inducement permission form. No inducements will be allowed without written permission. Winners must be drawn before 9:00 PM, Sunday, July 29, 2018, unless prior arrangements have been made. Immediately after the drawing, a list of winners, including names and addresses, must be delivered to the Commercial Office.

### ***33. FOOD VENDORS - HEALTH PERMIT***

**As already stated in section 3C of this manual, Food Vendors must be setup and ready for inspection by the Falmouth Board of Health Department no later than 10:00 AM on Monday, July 23, 2018. IT IS IMPERATIVE THAT THE TIME SPECIFIED IS FOLLOWED.** *We reserve the right to exclude any booth or part of a booth that is not ready or placed by the specified times.*

All Food Vendors **must fill out & return their Health Food Permit Application to the Falmouth Health Department**, 508-495-7486, located at: Town of Falmouth, 59 Town Hall Square, Falmouth, MA, 02540, prior to June 15, 2018.

### 34. FOOD VENDORS - PURCHASE OF ITEMS

For your convenience, suppliers of soda, propane, produce, meats, and ice have been carefully selected and will serve all vendors on the Fairgrounds. It is required that you use our suppliers. The Board of Health, prior to opening the Fair, will inspect all produce and meat. The 2018 Suppliers are as follows:

- 
- **Performance Food Group will be the supplier for the following items:**

**1. Produce      2. Meat      3. Paper      4. Soda/Water/Ice**

- **Contact:** **Greg A. Strohm      800-388-0257**  
[Gstrohm@pfgc.com](mailto:Gstrohm@pfgc.com)      508-847-7320 Cell

PFG will be on the grounds Thursday, July 19, 2018 & Friday, July 20, 2018 to take orders. Orders can be placed in advance by contacting Greg at the above phone number. During the Fair, they will be on the grounds during various hours.

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- **Bread/rolls      Melary Foods      Joshua D'Ambrosio      508-586-3331**  
[joshuadambrosio@verizon.net](mailto:joshuadambrosio@verizon.net)      508-586-3311 Fax

Melary Foods will be on the grounds Thursday, July 19, 2018 & Friday, July 20, 2018 to take orders for the Fair. During the Fair, they will be on the grounds daily from 10:00am – 11:30am with the exceptions of Sunday, July 22, 2018 and Wednesday, July 25, 2018. Please make every effort to contact Joshua to place your orders in advance.

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- **Propane      Eastern Propane      Jeff Tufts      800-700-7317**  
**P.O. Box 1800      [Jtufts@eastern.com](mailto:Jtufts@eastern.com)      508-238-3388 Fax**  
**Rochester, NH 03866**

**Eastern propane will be on the grounds at various times starting Wednesday, July 18, 2018 thru Saturday, July 21, 2018. Also, on the following days:**

Monday	July 23	8:00 AM - 12:00 PM
Thursday	July 26	8:00 AM - 12:00 PM

**Service personnel will be available on delivery days and on opening day. Emergency service is available beyond posted hours at a standard rate quoted at the time.**

Eastern Propane is responsible for obtaining permits with the Town of Falmouth for all vendors using propane. Eastern is required to inspect each installation to insure compliance with local codes. All tanks must be secured and protected against tipping. Tanks will be supplied if needed. Please call 1-800-700-7317 to request tanks. Unused gas will be refunded on closing night.

- Please contact Eastern for 2018 Gas prices
- Flat permit & inspection fee for all vendors using gas is \$35.00. Price subject to change without notice.

**\*\*\*Please contact any above vendors with any advanced orders or special requests.**

### **35. RIBBON AWARDS**

Each year we have judges look at every booth for the best overall appearance and condition. We provide ribbons for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place. Ribbons will be awarded for the following categories:

1. Commercial Vendors
2. Food Vendors
3. Recycling

The judges will give points ranging from 1 to 10 with 1 being the lowest. They will provide these points on the following:

1. Decoration & use of space
2. Cleanliness of space – including areas around your space
3. Employee appearance and their interaction with customers
4. Signage
5. Overall appearance

Although these awards do not provide any money, the ribbons can be displayed here and at other Fairs, and can be used on resumes when trying to get into other quality Fairs.

## **Barnstable County Fair 2017 Award Winners**

### **Non-Food**

- 1<sup>st</sup> Jordan's Jungle  
2<sup>nd</sup> Bath Fitter  
3<sup>rd</sup> South Coast Hearth & Patio

### **Food**

- 1<sup>st</sup> Doolan's (BBQ in a Bun)  
2<sup>nd</sup> Pig Park BBQ  
3<sup>rd</sup> J & R Chicken Caesar

### **36. IMPORTANT INFORMATION & PHONE NUMBERS**

<b>Fairgrounds:</b>	<b>508-563-3200</b>
<b>Fairgrounds - Fax:</b>	<b>508-563-5790</b>
<b>E-mail - Wendy Brown, General Manager:</b>	<a href="mailto:wendy@barnstablecountyfair.org"><u>wendy@barnstablecountyfair.org</u></a>
<b>E-mail - Main Office:</b>	<a href="mailto:info@barnstablecountyfair.org"><u>info@barnstablecountyfair.org</u></a>
<b>Website:</b>	<a href="http://www.barnstablecountyfair.org"><u>www.barnstablecountyfair.org</u></a>

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#### **Suppliers:**

<b>Performance Food Group - Greg Strohm</b>	<b>800-388-0257</b>
<b>Eastern Propane - Jeff Tufts</b>	<b>800-700-7317</b>
<b>Melary Foods - Joshua D'Ambrosio</b>	<b>508-586-3331</b>

#### **Town of Falmouth:**

<b>Falmouth Board of Health</b>	<b>508-495-7485</b>
<b>Falmouth Chamber of Commerce</b>	<b>508-548-8500</b>
<b>Falmouth Fire Department</b>	<b>508-548-2325</b>
<b>Falmouth Police Department</b>	<b>774-255-4527</b>
<b>Falmouth Town Hall</b>	<b>508-548-7611</b>

#### **State of Massachusetts:**

<b>Mass Department of Revenue</b>	<b>617-887-6367</b>
<b>Joe Chester, Fair Rep, MA Dept of Revenue</b>	<b>508-862-2082</b>

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#### **CAMPGROUNDS**

<b>Bay View Campgrounds</b>	<b>12 minutes from Fairgrounds</b>	<b>508-759-7610</b>
<b>Bourne Scenic Park</b>	<b>15 minutes from Fairgrounds</b>	<b>508-759-7873</b>
<b>Cape Cod Camp Resort</b>	<b>12 minutes from Fairgrounds</b>	<b>508-548-1458</b>
<b>Scusset Beach Reservation</b>	<b>17 minutes from Fairgrounds</b>	<b>508-888-0859</b>
<b>Sippewissett Camp Grounds</b>	<b>14 minutes from Fairgrounds</b>	<b>508-548-2542</b>