



P.O. Box 134 ♦ 207 Boston Street  
Topsfield, MA 01983  
(978) 887-5000 phone  
(978) 887-3016 fax

## Community Service / Non-Profit Space

*The Topsfield Fair is pleased to offer space to community service organizations to help educate and connect with the public.  
This is a wonderful opportunity for you to share information about your work with a lot of people in a little time!*

Here are the basics to help you plan and organize your time here at Topsfield Fair.

### **2010 DATES & HOURS**

This year's Fair dates are Friday, October 1, through Monday, October 11, 2010. Hours of operation are October 1... 4pm - 10pm and October 2-11... 10am - 10pm. We prefer you to make the most of your day here – stay as long as you can!

### **ADMISSION & PARKING**

The Fair has enclosed 2 complimentary admission passes per day for your volunteers. Additional passes may be purchased at \$8 each. We have also enclosed 1 complimentary parking pass per day for the use of your volunteers. This is valid in any lot. Additional parking is \$8 per vehicle in lot.

### **CHECK-IN**

Prior to setting up your space, and preferably prior to October 1, you must check-in with Admissions in the Administration Building to obtain your exhibitor packet. Included in this package will be your town permit and booth sign. No table may be set up without your permit & sign, so please allow time to check in with us and get directions to your location!

### **CHECK-OUT**

Prior to leaving on your last day here, please take the time to return your booth number sign to the Admissions Office as it is to be used by the next group coming in.

### **PERMIT**

Your organization will be issued a Town of Topsfield Vendor Permit. The town may elect to waive this fee or if necessary, the Fair will assume the cost of a standard vendor permit. No food or beverage items can be sold or distributed (including water & candy) unless prior approval is granted by the Fair and a food permit has been obtained.

### **SET-UP TIMES**

Exhibits must be set-up prior to daily opening time of 10:00am. All vehicles must be off-grounds by 9:30 am, please plan accordingly.

### **SPACE**

All community service locations are weather dependent. We provide a table and the space. Unfortunately, no easy-up tents are allowed due to potential liability issues. Electricity is not guaranteed unless there "happens" to be available at your location and you have an approved outdoor extension cord.

### **STORAGE**

Unfortunately, we do not have space available to store materials, both during the day, nor overnight.

We are pleased to have the opportunity to work with you here at Topsfield Fair. As our community service/non-profit space is limited, we ask that if your plans change and you cannot use your space, you let us know as soon as you can.

If you have any additional questions or need further information,  
please contact John Palmisano at [jpalmisano@topsfieldfair.org](mailto:jpalmisano@topsfieldfair.org) or (978) 887-5000.