



2011
Concessions Handbook

Welcome to Topsfield Fair!

We're glad you have chosen to join us here in Topsfield... so many vendors, exhibitors, and fairgoers alike come back year after year contributing to the wonderful tradition here at Topsfield. Celebrating our 193rd year, we have many new and exciting things planned, as well as bringing back some of the favorites of years past.

If we can answer any questions or assist with your planning, don't hesitate to call. We strive to help make your planning, set-up, and eleven days at the Fair a great success.

*We thank you in advance for your participation in
Topsfield Fair and wish you a successful year!*

******* Please note that the following information is in addition to and legally part of all signed contracts. Please be sure to read this and all attachments thoroughly.**

Important Contacts and Numbers

◆ Administration Building Phone

- | | | |
|-----------------------------------|------------------|--|
| ▪ General Manager | James P. O'Brien | (978) 887-5000 ext. 11
jobrien@topsfieldfair.org |
| ▪ Executive Secretary | Ann Savage | (978) 887-5000 ext. 10
ann@topsfieldfair.org |
| ▪ Director of Admissions | Wes Tucker | (978) 887-5000 ext. 23
wes@topsfieldfair.org |
| ▪ Director of Safety & Security | Wes Tucker | (978) 887-5000 ext. 22 |
| ▪ Grounds Department | Kurt Schmakel | (978) 887-6318
kurt@topsfieldfair.org |
| ▪ Concessions/Sponsorship Manager | John Palmisano | (978) 887-5000 ext. 13
jpalmisano@topsfieldfair.org |
| ▪ Concessions Coordinator | Dana Carter | (978) 887-5000 ext. 13
dana@topsfieldfair.org |

▪ Education & Community Outreach	Kate O'Brien	(978) 887-5000 kate@topsfieldfair.org
◆ Administration Building Fax		(978) 887-3016
◆ Topsfield Police Department	Non-Emergency	(978) 887-6533
◆ Topsfield Fire Department	Non-Emergency	(978) 887-5148

Admissions & Tickets

- ◆ All vendors are required to complete a staffing pattern detailing who will be working and what shifts they will cover. NO EXCEPTIONS... *If this is done ahead of time it makes things much easier and faster!*
- ◆ Based upon size of space rented and type of booth, along with the staffing pattern provided by vendor, it will be determined how many complimentary passes and \$15 photo IDs will be issued.
- ◆ Admission for those working LESS than 4 days
 - One day passes are available for those working less than 4 days during the fair. A limited number of complimentary passes are available to vendors for purposes of manning their booth.
- ◆ All vendors and their staff working four days or more must have a picture ID for gate entry. There is a \$15 fee for each badge.
- ◆ Prior to issuance of photo IDs, staffing pattern and security forms must be completed in full and signed by vendor.
- ◆ Photo IDs / Credentials (For those working 4 days or more)
 - Available beginning August 3 from the Director of Admissions.
 - Hours: Monday through Friday 10 am – 4 pm
 - Hours Week Before Fair: Monday & Tuesday 10 am – 4 pm
 - Wednesday & Thursday 10 am – 9 pm
 - Replacement IDs are \$25 each at discretion of Director of Admissions.
- ◆ Photo IDs do not excuse parking fees, see Parking for options available to cover parking fees.
- ◆ *All decisions made by the Director of Admissions are final.*
- ◆ Other Admission Tickets
 - Any passes vendors may need in addition to IDs and complimentary passes are available @ \$8 each through Admissions.
 - 3-Day Passes are available for \$21.
- ◆ *All decisions made by the Director of Admissions are final.*

Articles for Sales / Inappropriate Displays

- ◆ No merchandise containing the Topsfield Fair logo will be authorized for sale, display, or distribution, without approval from General Manager of Topsfield Fair.
- ◆ Any vendor that offers for sale, display, or distribution, any item that is illegal, or considered to be dangerous, vulgar, or offensive, shall be subject to removal of said items or display, and/or removal from fairgrounds with lease being terminated and no refund of rental payment. Fair management has the final say on the appropriateness of item(s) in question. If you have a question as to whether an item may be considered in this category, please speak to fair management prior to opening of Fair. Please remember this is a family fair!
- ◆ **MYLAR BALLOONS ARE NOT APPROVED FOR SALE AT TOPSFIELD FAIR.**

Board of Health

- ◆ All vendors selling food are required to be inspected by the Topsfield Health Inspector PRIOR by Friday at 12:00 Noon.
- ◆ **WE ASK ALL VENDORS TO HAVE THEIR BOOTH MANAGER IN THEIR BOOTH FROM 9:00AM UNTIL 12:00 NOON ON FRIDAY, SEPTEMBER 30TH TO ENSURE ALL INSPECTIONS ARE COMPLETED PRIOR TO OPENING. IF YOU ARE NOT INSPECTED AND SIGNED OFF ON, YOU WILL NOT BE ALLOWED TO OPEN.**
- ◆ All vendors selling food are required to have a Health Permit at the rate of \$220 for the 11 days of the Fair. *(Fee subject to change by Town of Topsfield)*
- ◆ Vendors must have a current ServeSafe Certificate on file in the Concessions Office as well as a copy available for the Topsfield Health Inspector.
- ◆ Board of Health meetings *(all food vendors must attend one of the two meetings)*
 - **This meeting is mandatory and attendance will be taken. If you are unable to attend, please contact John Palmisano in the Concession Office to make other arrangements.**
 - Wednesday, Sept. 28 or Thursday, Sept. 29
 - 6 p.m. in the Clubhouse with John Coulon, Topsfield Health Inspector
- ◆ Vendors, who replace food units after the start of the Fair, must notify Concessions Department to schedule new inspections by appropriate inspectors (i.e. health, fire, gas). Additional permit fees will be charged.
- ◆ Also see **Permits & Inspections** section of this guide for more information.

Booth #s

As part of the vendor registration package you will be issued a booth number sign corresponding to your rented space.

- ◆ There is \$20 refundable deposit on this sign.
- ◆ Sign must be hung as follows:
 - Fair Trade Center: Sign must be hung in **upper right** corner at rear of booth
 - Outside Vendors: Sign must be hung **outside** in **upper right** corner of booth
- ◆ Booth numbers are required by local police and fire departments.
- ◆ Sign may NOT be returned to Admissions Office until breakdown of fair has begun on Monday, October 10. They can be returned *anytime* after the fair has closed. Upon return of sign your \$20 deposit will be returned to you.
- ◆ Please mark this off on the Vendor Order Form.

Booth Set-Up

All vendors must check in at Administration Building prior to starting set-up of booth.

- ◆ Set-up Outside on the grounds can begin as early as Wednesday, September 21st.
- ◆ Set-up of the Fair Trade Center will begin Tuesday, Sept. 27th at 9:00 AM.
- ◆ Set-up may begin after spotting by Concessions officials.
- ◆ Earlier set-up requests may be accommodated on a case by case basis with approval by Concessions.
- ◆ The Topsfield Fair maintains the right to place and/or relocate any booth as necessary.

Camping

- ◆ Camper spotting done by Concessions officials upon arrival at fairgrounds.
- ◆ All water hoses attached to town water must have back flow devices attached.
- ◆ Septic pump out information is available from Concessions office.

- ◆ Pricing:
 - Camper 30' or under \$350 / \$400 with slide-out, with one 20 amp/110 circuit
 - Camper over 30' \$400 / \$450 with slide out, with one 20 amp/110 circuit
 - Campers add \$50 additional for upgrade to 30 amp/110 circuit
 - Bunk House \$600 with 30 amp/110 circuit

Coca Cola

- ◆ Coca Cola is the exclusive beverage provider of the Topsfield Fair. Coca Cola of Northern New England will be on grounds and doing deliveries. Please see the delivery schedule below:

2011 Topsfield Fair Delivery Schedule:

Wednesday 9/28	Beverage Deliveries	8:00AM – 12:00PM
Thursday 9/29	Beverage Deliveries	8:00AM – 12:00 PM
Friday 9/30	Beverage Deliveries	8:00 AM – 12:00 PM
Saturday 10/1	Beverage Deliveries	8:00 AM – 12:00 PM
Sunday 10/2	Beverage Deliveries	8:00 AM – 12:00 PM
Monday 10/3	NO DELIVERIES	
Tuesday 10/4	NO DELIVERIES	
Wednesday 10/5	Beverage Deliveries	8:00AM – 12:00PM
Thursday 10/6	NO DELIVERIES	
Friday 10/7	NO DELIVERIES	
Saturday 10/8	Beverage Deliveries	8:00 AM – 12:00 PM
Sunday 10/9	Beverage Deliveries	8:00 AM – 12:00 PM
Monday 10/10	NO DELIVERIES	
Tuesday 10/11	Return Equipment/Shells	

2011 Pricing is as follows:

20 oz. Soda	\$16.80+ deposit/24
20 oz. Water	\$13.50+deposit/24
20 oz. Vitamin Water	\$27.80+/24
5 Gallon Bib	\$75.00
2.5 Gallon Bib	\$38.00
20 LB CO2	\$35.00 + deposit
Post Mix Serving Fee	\$300.00

- ◆ Flavors Available – Coke, Diet Coke, Sprite, Barq's, Nestea, Sunkist, Moxie, Vitamin Water
- ◆ All Deliveries will be COD after the first weekend of the Fair.
- ◆ Minimum delivery is 5 cases. Cases will be available cash and carry for orders less than 5 cases.
- ◆ On Tuesday, October 10, Coca Cola will accept equipment and shells.

Coca Cola Coolers

- ◆ If you have been provided a machine in the past, Coca Cola will plan on delivering a machine to you. However, if you have not participated in the Fair in the past or have not had a cooler in your booth, you will need to request that through the Concessions Department and we will pass that on to Coca Cola.
- ◆ For those of you who have used Coke coolers on the grounds, Coke will be providing coolers with special technology. The coolers will run throughout the day, but they will “shut off” automatically at night. **Bottom line is that if you use the cooler to store food, you will not be able to do so as the food will spoil.**
- ◆ If you received a cooler for your booth, all machines need to stay on the pallets they have been delivered on. These pallets are specially design to take up on the “footprint” of the cooler and will keep the cooler off the ground away from water, etc.

Post Mix

- ◆ Coca Cola is the exclusive beverage provider of the Topsfield Fair. All vendors are required to sell 20 oz. bottles in their booths. If a vendor should decide to use Post Mix exclusively or partially, regardless of the number of flavors being offered, we are required to collect a \$300.00 Post Mix usage fee. The fee is collected regardless if a vendor buys the Post Mix from Coca Cola or at another outlet.
- ◆ Vendors who do not want to pay the fee in the future, we ask Vendors to shut down their fountains while at the Topsfield Fair and sell 20 oz. bottles exclusively. If it is brought to our attention that a Vendor is serving fountain drinks, we will collect the \$300.00 fee.
- ◆ If you have **past due** post mix invoices you will not be allowed to operate your fountains on the grounds.

Concessions Awards

Each year Topsfield Fair recognizes 4 booths with a Concessions Award in the following categories:

* Permanent Building, * Tent, * Trailer, * Fair Trade Center

- ◆ A panel of judges will view all vendors on Tuesday, October 4th.
- ◆ If you are a winner, you will be notified on Wednesday, October 5th.
- ◆ A Winner's Reception will be hosted by the Topsfield Fair Club House on October 6th at 2:00 p.m.
- ◆ Judges are looking for outstanding presentation. All booths at Topsfield Fair are expected to portray good taste and quality. Notch it up even further and make your booth stand out!
- ◆ Cash Prizes and Ribbons are awarded!

CORI Checks

Vendors shall be responsible for CORI checks of all their staff.

Dates & Hours

- ◆ September 30 - October 10, 2011
- ◆ Topsfield Fair opens at 1 pm on Friday, September 30, 2011 and is open until 11 pm that evening.
- ◆ Daily hours of the Fair are 10 am – 11 pm.
- ◆ NO EXCEPTIONS: Booths must be open and manned during all hours fair is open. Non-compliance is grounds for immediate termination of contract.
- ◆ Teardown is at 8 pm on Monday, Oct. 10. for the Fair Trade Center.
- ◆ Teardown is at 9 pm on Monday, Oct. 10 for Outside vendors. All vendors must remain open until this time. Anyone dismantling or packing prior to close may not be asked to return to future fairs.
- ◆ Do not leave your set-up unsecure after teardown begins!
- ◆ No cars, trucks, or trailers will be allowed on grounds until 1 hour after the fair closes due to safety issues.
- ◆ All gates (with the exception of Farm Gate) are locked at 11:00 pm.

Emergencies & First Aid

- ◆ Dial 911
- ◆ First Aid, Police, and Fire Department are located next to Main Gate by Administration Building.
- ◆ Topsfield Fair Safety Director Wes Tucker, (978) 887-5000
- ◆ Minor first aid can be handled at the First Aid Station located just inside the Main Gate (Route 1, by Administration).
- ◆ First Aid Station is manned by RNs ready to assist during fair hours.

Exclusive Suppliers

- ◆ Coca Cola has exclusive pouring rights at Topsfield Fair.
 - You may not sell any other competing product (i.e. soda, water, etc.).
 - You must use our Coca Cola distributor.
 - 20 oz. bottles are the standard provided by Coca Cola.
 - A \$300 fee applies to those vendors who have prior approval to use Coca Cola post mix.

Fax Machine / Photo Copier

- ◆ Fax and photo copying assistance is available in the Administration building during the Fair. See front desk for assistance.
 - Hours 9am – 4pm
 - Fax \$1.00 per page
 - Copies \$.20 each

Firearms / Knives

- ◆ Firearms and knives carried by persons other than authorized security are not permitted on the fairgrounds.

Fire Regulations

- ◆ All outdoor booths must have a fire extinguisher, NO EXCEPTIONS.
- ◆ Fire Extinguishers are available through the Grounds Department for an additional fee.
- ◆ All food booths use “BC” extinguishers only.
- ◆ All fire extinguishers must have a current tag or certification. Hours are available here on grounds for inspection and tagging if necessary.
- ◆ **Please be sure to have a current tag, or your booth will not be inspected.**
- ◆ All marked fire lanes are to be kept open and accessible at all times. Vehicles in violation will be towed at owner's expense.

Forms for Vendors

In an effort to accommodate your needs here at the Topsfield Fair, we have forms for you to fill out. We require all new and veteran vendors to fill these forms out. We are not able to issue permits or booth numbers until these forms are received. We have instituted a deadline for these forms as this will expedite your check-in process at the Topsfield Fair. **The new deadline for these forms is September 10, 2011.** Please send the forms in no later than this date. If you feel as though you cannot make this deadline, please contact the Concessions Coordinator to discuss an alternative date.

Forms include:

Vendor Order Form:

The Vendor Order Form is a checklist for items you will need to participate at the Topsfield Fair. Items to be ordered on this form include Town Permits, Booth Sign, Electrical Requirements, Insurance, Booth Water Needs, Rubbish Removal, Camping, Parking, Admission Passes, Tent Rental and Storage. If you need assistance in filling this form or any of the forms, please contact John Palmisano in Concessions.

2011 Security Form:

Staff Members who received an I.D. badge in 2010, must be included on the Staffing Pattern Form if they are working the Fair for four days or more in 2011. However, they do not need to complete a new Security Form. Only new staff or those not here last year need a Security Form.

2011 Staffing Pattern:

This provides us with detail of the staff working in your booth. It also allows us to determine what your Photo ID and Admission Pass needs are. It is an extremely important document for both you as a vendor and the Topsfield Fair.

Insurance Application:

Please see *Insurance* notes below.

Hotels & Local Places to Stay

There are many local properties at which to stay during your visit to Topsfield. Here are some that are within 10 miles of the fairgrounds.

Danvers

◆	Crowne Plaza- Danvers	(978) 777 2500	ichotelsgroup.com
◆	Country Garden Inn & Spa (Rowley)	(978) 948-7773	countrygardeninnandspa.com
◆	Extended Stay America –Danvers	(978) 762-7414	extendedstayamerica.com/danvers
◆	Knights Inn	(978) 774-6500	knightsinn.com
◆	Red Roof Inn	(781) 941- 1400	redroof.com

Inspection

- ◆ **WE ASK ALL VENDORS TO HAVE THEIR BOOTH MANAGER IN THEIR BOOTH FROM 8:00AM UNTIL 12:00 NOON ON FRIDAY, SEPTEMBER 30TH TO ENSURE ALL INSPECTIONS ARE COMPLETED PRIOR TO OPENING. IF YOU ARE NOT INSPECTED AND SIGNED OFF ON, YOU WILL NOT BE ALLOWED TO OPEN.**
- ◆ The Topsfield Fair and its authorized personnel have the right to inspect any and all premises covered by this agreement at any and all times.

Insurance

All vendors must have insurance coverage. There are two ways this can be handled.

1.) Vendors carrying their own insurance:

- Provide current certificate of insurance that must include the following:
 - \$2,000,000 coverage "per occurrence" must be noted
 - Topsfield Fair listed as temporary location for September 30 – October 10, 2011

OR

2.) Vendors needing liability insurance:

- Complete & return Topsfield Fair Application for Insurance
- Include \$200 payment for the first booth; additional booths are \$100 each.
- Upon receipt and approval, you will be added to the Topsfield Fair insurance binder for the 2011 Fair.

Massachusetts Department of Revenue

- ◆ All vendors must provide their Massachusetts Tax ID # or Social Security number.
- ◆ Agents will be on grounds during the Fair to assist with sales tax collection.

Microphone Use

- ◆ Microphone use in booths is prohibited unless specific permission is granted by Concessions Coordinator. This is determined on a case by case basis and is a privilege that must be utilized respectfully. Volume of the microphone use we be adjusted as needed.

On-Grounds Parades

Topsfield Fair conducts on-grounds parades during fair week. Days and times are subject to change.

- ◆ Saturday, Oct. 1, 2011 9:00 am **(we recommend opening as the grounds opens at 9:00 am)**
- ◆ Tuesday, Oct. 4, 2011 5:00 pm
- ◆ Thursday, Oct. 6, 2011 5:00 pm
- ◆ Parades begin down behind the Arena at the Livestock Gate.
- ◆ Parade progress up through Midway and Exhibit areas and returns to starting point behind Arena.
- ◆ If you are interested in participating, please see Wes Tucker, Parade Coordinator in Administration Building. We love to have as many people as possible to take part.

Parking

- ◆ Parking permits Vehicle (in lot for 11 days) \$70 *(best parking value, most vendors use these)*
- ◆ Daily Parking Passes \$10.00
- ◆ Vehicle (on-grounds) \$200
- ◆ Storage Vehicle (LOT A) \$350 with no electrical hook-ups
- ◆ Storage Vehicle (LOT A) \$400 with electrical hook-ups
- ◆ Free parking for storage vehicles will be made available at no charge in the Mahan Lot on Central Street across from New Meadows Auto Repair
- ◆ Parking permits must be visible, displayed on windshield or dashboard.
- ◆ If your vehicle is found without proper permitting, we will leave a warning on your vehicle and request to obtain the proper permits. If there is a second violation, your vehicle will be towed at your own expense.

Payments

- ◆ 50% of contract rent is due May 16 with the balance due July 17. A \$100 late charge is assessed to all late payments/unpaid balances.
- ◆ Without exception, all rent must be paid prior to opening of fair.

Permits & Inspections

- ◆ All permits are obtained through the Fair and fees are payable to Topsfield Fair.
** Permit fees are subject to change by the Town of Topsfield*
- ◆ Permits must be displayed in a visible and accessible location inside booth.
- ◆ All booths must pay a Town of Topsfield vendor permit:
 - \$5 per day (\$10 minimum) or
 - \$55 for the 11 days of the fair.
- ◆ Food vendors:
 - \$220 plus \$55 stated above.
 - Includes Health Inspection
- ◆ Food vendors who cook with propane:
 - \$295 plus \$55 stated above.
 - Includes Health Inspection
 - Includes Fire & Gas Inspections
- ◆ Booths must have inspections prior to opening of Fair. Plan accordingly. Town Inspectors will be on grounds to inspect and sign off on your permit. You must be in your booth set-up ready when inspector arrives.
- ◆ Inspectors are around throughout the week to monitor and assist as needed.
- ◆ All vendors will be required to be ready to open by 12:00 Noon on Friday, September 30, 2011. For your booth to be ready to open, all signatures from Town Inspectors must be on your permit. If you open without these signatures, Town Inspectors will shut down your location until all signatures are obtained.
- ◆ **WE ASK ALL VENDORS TO HAVE THEIR BOOTH MANAGER IN THEIR BOOTH FROM 8:00AM UNTIL 12:00 NOON ON FRIDAY, SEPTEMBER 30TH TO ENSURE ALL INSPECTIONS ARE COMPLETED PRIOR TO OPENING. IF YOU ARE NOT INSPECTED AND SIGNED OFF ON, YOU WILL NOT BE ALLOWED TO OPEN.**

Pets

Although we love animals here at Topsfield Fair, with the exception of service dogs, there are no pets allowed on grounds.

Product Listing/Pricing

- ◆ All vendors must supply a copy of their product listing and pricing to the Concessions Dept. **You will not be issued a permit without this document as it is an Addendum to your License Agreement.**
- ◆ As you are filling out your application, please include a listing and (proposed pricing) of the products you intend to sell or display. These product listings are extremely important; we develop a product listing that identifies each exhibitor, so we can refer the public (your customers) to your booth. A product listing also helps us reduce duplications or over-saturation of the market area. We do not grant exclusivity for any products. Topsfield Fair reserves the right to approve and/or decline any product. If you decide not to include the products listings, we consider the application as incomplete, it may reduce your chance of receiving the location you desire, and/or it may eliminate your opportunity to participate in the 2011 Topsfield Fair. **IF YOUR PRODUCTS ARE NOT LISTED HERE YOU WILL NOT BE ALLOWED TO SELL IT!**
- ◆ 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.
- ◆ **PLEASE NOTE: Regardless of your past product history, the Topsfield Fair will approve your items on a year to year basis. Please do not assume the if you sold a product in the past that it's approved for the 2011 Fair. All products and vendors will be evaluated on a year to year basis.**

Purveyors

- ◆ Purveyors of milk, bread products, produce, ice, etc. will be on grounds making deliveries before 10 am.
- ◆ Coca Cola has exclusive pouring rights at Topsfield Fair, available on grounds throughout the Fair.
- ◆ For more information contact Concessions office.

Raffles

- ◆ If your organization is planning on raising money by selling raffle tickets, your Organization is required by the State of Massachusetts to have a raffle permit. There are two options for your Organization:
 1. If your Organization currently has a raffle permit that was issued by a City or Town in Massachusetts you are not required to acquire another permit. If your Organization clearly displays its current Raffle Permit that was issued by the City or Town where the raffle will be held and the date, time and location are posted, the Organization does not need to acquire a Raffle Permit from the Town of Topsfield.
- ◆ If your Organization does not have a current raffle permit or are from out of State, your Organization must have approval and a permit directly from the Town of Topsfield. **Please plan your time accordingly as this process can take up to two months.**
 - Topsfield Town Hall
9 West Common Street, Topsfield, MA 01983
(978) 887-1505

Proof of such must be provided prior to start of Fair to Concessions Coordinator at Topsfield Fair.

Tents

- ◆ We offer vendors tent rentals at a discounted rate. Easy-up, craft tents are not acceptable due to weather and safety concerns. Fees include permitting, set-up and breakdown. All tents have solid fold-back sidewalls. Pricing is included on the Vendor Order Form.
 - ◆ Easy-up, craft tents are **NOT** acceptable due to weather and safety concerns. Fees include permitting, set-up and breakdown. All tents have solid fold-back sidewalls.
 - ◆ **IF YOU DO ARRIVE WITH AN UNAUTHORIZED TENT, WE WILL ASK YOU TO RENT A TENT ON ARRIVAL.**
 - ◆ If you rent a tent, please understand that all tents provided are in excellent condition. Any tent "returned" with knife holes, stake holes, etc. you will be charged for the repair or replacement. The average repair fee starts at \$150.00.
 - ◆ If you wish to rent a tent, please be sure to mark off the tent size required on the Vendor Order Form.
 - ◆ If you do not see an appropriate size, please contact the Concessions Department.

Trash Removal / Disposal of Waste

- ◆ Gray water must be discharged in designated areas only. For locations please ask a Concessions Staff Member for the closest Gray Water Dump location in relation to your booth.
- ◆ Dumpsters must be used for trash. Barrels are for the use of fairgoers.
- ◆ Cardboard – must be separated for recycling. Grounds Dept. will come by daily to remove.
- ◆ Grease disposal
 - Complimentary Removal Available. Please contact the Grounds Department to arrange for your barrel delivery.

Security

- ◆ Limited security will be offered by the Fair starting when the fair opens and ending when the fair closes on the last day. All commercial and exhibit buildings will be closed and secured after closing each day. The grounds will be patrolled by security throughout the night.

Shipping & Receiving... USPS / UPS / FedEx

- ◆ UPS & FedEx (Receiving)
 - Deliveries are generally made to the grounds daily prior to 10 am.
 - An announcement is made over the loudspeaker announcing UPS's arrival.
 - If you are awaiting a package, please check with Administration in a timely manner.
 - Topsfield Fair assumes no responsibility for packages lost or stolen.
- ◆ UPS, FedEx , USPS (Shipping)
 - Topsfield Fair does not offer shipping services.
 - Any shipments needed to be made by a vendor can be handled as follows:
 - Vendor can drop package or mail off at Administration for pick-up by UPS, FedEx , USPS
 - For UPS and FedEx, vendor must schedule their own pick-up with the carrier.
 - Proper postage, labeling, etc. must be complete.
 - Topsfield Fair assumes no responsibility for packages lost or stolen.

Stock Trucks / Trailers

- ◆ A \$350 fee applies to all stock trucks and/or stock trailers to be kept on grounds.
- ◆ Storage decal must be displayed on trailer or truck.
- ◆ See Concessions official for placement of trailer or truck before setting up.

Utilities... Electrical, Telephone, Water

- ◆ Electrical Pricing
 - 20 amp / 110 volt \$250, single circuit
 - 30-50 amp / 110 volt \$350, single circuit
 - 60-100 amp / 110 volt \$450, single circuit
 - Hard Wire Service \$100, per connection

Topsfield Fair reserves the right to assess additional electrical fees based on estimated usage.
- ◆ Water
 - \$100 per booth, applies to vendors using our tanks and/or require pipe draining at end of season.
- ◆ On Site Diesel Deliveries – If you require diesel for your storage truck, Stelien Oil will fuel your vehicle. They can be contacted at 978-468-5000.
- ◆ Propane
 - Exclusive propane dealer:
AmeriGas
215 Boston Street, Topsfield
(978) 887-2353
 - All connections inside building must be copper tubing.
 - Hoses are acceptable, building to tank only.
 - WE ONLY ALLOW PROPANE IN 100 LB TANKS. **No 25 LB Tanks are allowed.**
 - Please call AmeriGas in advance as you will need to set-up an account well in advance of the Fair.
- ◆ Telephone
 - To hook up a phone line call Verizon Customer Service at (800) 941-9900

Vehicles – On-Grounds

- ◆ Vehicles on the grounds for stocking must be **off the grounds by 9:30 am.**

Please keep in mind that this is a reference guide to help answer general information questions you may have. Information is subject to change and be updated as necessary. This document is in addition to your signed contract. For more detail or further information, please contact the Concessions Department or our General Manager.

*Again, we thank you for your participation in
Topsfield Fair!*