



2024 Vendor Checklist

We do not need this form back, it is strictly to help you organize your Topsfield Fair experience.

DUE ASAP

- Review, Sign, & Return Contract ASAP. (No later than 30 days after receipt of your packet for new vendors.)
- If you would like to be included in the "Food Voucher" Program, please notify us immediately.

DUE APRIL 30th

- Fill in and sign the 2024 Product Listing Form. This form is MANDATORY.
- Send 50% Rental Fee Payment. ***If late, you will be charged per the contract a \$200 late fee.***
- If Food Vendor, send copy of Food Safety & Allergy Certificates to Concessions Office.
- If Food Vendor, Town of Topsfield Food Vendor Form

DUE JUNE 15th

- Send Remaining Balance of Agreement. ***If late, you will be charged per the contract a \$300 late fee, with it increasing every 30 days after June 15th by an additional \$50.***

DUE JULY 1st

- Vendor Advertising Opportunities Form

DUE AUGUST 15th

- Complete Application for Vendor's Insurance Form & return w/ appropriate Fee INSURANCE IS MANDATORY.
- or -
- Have your Insurance Carrier provide a current Certificate of Insurance:
\$2,000,000 per Occurrence with a \$3,000,000 aggregate limit of liability/ Specialty Topsfield Fair & 2024 Dates
By Mail: Topsfield Fair, P.O. Box 134, Topsfield, MA 01983
IF YOU DO NOT SUBMIT YOUR CURRENT CERTIFICATE OF INSURANCE, INSURANCE WILL BE PROVIDED FOR YOU AT AN ADDITIONAL COST OF \$350.00 PER BOOTH AND THERE WILL BE NO REFUND IF CERTIFICATE OF INSURANCE IS PROVIDED AFTER THIS AUGUST 15TH, 2024.
- If bringing your own tent – proof of Certificate of Flame Resistance & commercial grade
- Admissions Order Form – *Speed up your check in process! If we know ahead of time, what you will need, you can pay with order or at check-in – we can have it ready & waiting!*
- Vendor Staffing Form- *Complete with all names and shifts, signed by Vendor. Badges **will not** be issued without this form completed by Vendor.*
- Vendor Security Form- *Complete for each employee working 4 days. Badges **will not** be issued without these forms signed by Vendor.*

DUE SEPTEMBER 1st

- Return Coca Cola Order Form
- Return Food Vendor Sharing Form

ADDITIONAL FORMS:

- Required Town Inspections – no due date, just information



BOOTHS WILL NOT BE ALLOWED TO OPERATE UNTIL ALL FEES AND FORMS ARE SUBMITTED.