



2024 Non-Profit/Community Service Information Form

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

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

DAYS

Please fill out the Non-Profit/Community Service Application Form with your preferred day and back-up days. Each organization is allowed one day on-grounds, and we do our best to accommodate everyone's specific day requests.

FAIR HOURS

We prefer if you make the most of your day and stay as long as you can on the day you are here.

ADMISSION & PARKING

The Fair provides 2 complimentary admission passes per day for your volunteers. Additional passes may be purchased at \$15 each at the Admission Office INSIDE the Administration Office of the Fair. We also include 1 complimentary parking pass per day for the use of your volunteers. This is valid in any Topsfield Fair owned and operated parking lot. Additional parking is \$15 per vehicle. These passes must be picked up at our Administration Office prior to the Fair Opening (additional information will be provided for pick times and dates).

RAFFLES

Any non-profit wishing to hold a raffle, must have approval and a permit directly from the Town of Topsfield.

Topsfield Town Hall
9 West Common Street, Topsfield, MA 01983
(978) 887-1505

Proof of such must be provided prior to the start of Topsfield Fair to the Concessions Coordinator at the Topsfield Fair. *Please note, this process takes several months to complete, so please plan accordingly.*

SET-UP TIMES

Exhibits must be set-up prior to daily opening time. The fairgrounds gates open at 8:00AM. Please check the Daily Program for specific daily opening and closing times.

SPACE

All non-profit locations are weather dependent. We provide a table and two chairs and request that organizations do not bring additional tables to expand their space. Unfortunately, no easy-up tents or umbrellas are allowed due to potential liability issues. Electricity is not guaranteed unless it "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 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 possible.