



Concessions & Vendors “Must Knows”





2024 Vendor Must-Knows

About the “Vendor Must-Knows” Document

Please keep in mind that this is a reference guide to help answer general information questions you may have about your time at the Topsfield Fair. Information is subject to change and will be updated as necessary. This document is in addition to your signed contract. For more details or further information, please contact the Concessions Department. (Updated 7/2/2024)

PAPERWORK AND DEADLINES

Product Listing Form	<p>All vendors must supply a copy of their product listing and pricing to the Concessions Department. You will not be issued a permit without this document as it is an Addendum to your License Agreement.</p> <p>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.</p> <p>IF YOUR PRODUCTS ARE NOT LISTED HERE, YOU WILL NOT BE ALLOWED TO SELL THEM!</p> <p>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.</p> <p>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 that if you sold a product in the past that it's approved for the 2024 Topsfield Fair. All products and vendors will be evaluated on a year to year basis.</p>	<p><i>Due: April 30th</i></p>
Vendor Staffing Pattern	<p>This provides us with details of the staff working in your booth each day. It also allows us to determine your admission needs (Photo I.D.'s and Admission Tickets). It is an extremely important document for both you, as a vendor, and the Topsfield Fair.</p>	<p><i>Due: August 15th</i></p>



Admissions Order Form	Admission Tickets, Parking, etc.	<i>Due: August 15th</i>
Application for Vendor's Insurance Form	All vendors must carry insurance as explained in their Concessions Rental Agreement and provide a current certificate of insurance. If you wish to instead take insurance through the Essex Agricultural Society/Topsfield Fair, please complete the required form and return with payment.	<i>Due: August 15th</i>
Vendor Security Form	Staff Members, who received an I.D. badge in previous years, must be included on the Staffing Pattern Form, if they are working the fair for four or more days in this year. However, they do not need to complete a new Security Form unless their info has changed within the last two years. Only NEW staff, or staff who was not here last year, need a Security Form.	<i>Due: August 15th</i>
Coca Cola Order Form	Water and Soda ordering form, distributed from the Coca-Cola Company	<i>Pre-Order (1st Order) Due: September 1st</i>
Food Vendor Sharing Form	Complete this form with any additional options you provide for our fairgoers (Gluten Free, Nut-Free, etc.)	<i>Due: September 1st</i>
Additional Forms	Required Town Inspections – No due date, just information	

2024 HOURS OF OPERATION

Opening Day Friday, October 4th: 4pm to 10pm

Saturday, October 5th: 10am to 10pm

Sunday, October 6th: 10am to 9pm

Monday to Wednesday, October 7th to October 9th: 11am to 9pm

Thursday to Sunday, October 10th to October 13th: 10am to 10pm

Monday, October 14th: 10am to 8pm

(*Field Trips will be on grounds at 9:00 Monday to Friday)

- All vehicles, without an on-grounds parking pass, must be off the fairgrounds at 10:00am on Opening Day and 9:30am every other day during the Topsfield Fair.
- Please remember – all booths MUST be staffed for all open hours of the Fair. Booths should be open and ready by the time the Fair is scheduled to open each day and should remain open until the Fair is scheduled to close that day. If there are any changes to opening and closing times due to weather, the Concessions Department will communicate that to all booth owners.



TENTS

We offer our vendors tent rentals at a discounted rate. All tents have fold-back sidewalls. Tent fees include permitting, set-up, and breakdown. Tents are ready upon your arrival. Easy-up, craft tents are **NOT** acceptable due to weather and safety concerns.

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- **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, burn marks or any other damage, etc. you will be charged for the repair or replacement. The average repair fee starts at \$300.00.

ELECTRIC/PROPANE/PHONE PRE-INSPECTION UTILITY HOOK-UPS

As you know everyone on the fairgrounds will want to be connected to the appropriate resources (gas, electric, water) prior to being inspected. If you require utility hook-ups, please plan ahead.

ELECTRICAL

- Vendors are responsible for providing their own string lights and extension cords.
- Please note; if you require a hard-wired service, the only charge you should receive is through the Topsfield Fair. **Electricians do not and are not authorized to collect payment under any circumstance.**

ELECTRICAL REQUIREMENTS

Topsfield's Electrical Inspector will be inspecting all tents, portable trailers and permanent buildings prior to the opening of the fair. Please review the requirements required below. You will be responsible for following the code and if the Inspector finds that your electrical layout is not suitable, you will not be permitted to open until the issue(s) are rectified. We hope this helps you plan during the process.

TEMPORARY ELECTRIC INSTALLATIONS (TENTS)

Code 525.20 Portable Cords. Portable cords shall be size 12 or larger Type G, PPE, S, SE, SEO, SEOO, SC, SCE, SCT, SO, SOO, ST, STO, STOO, W or other types identified for extra-hard usage, and must be of the grounding type. The cord type is printed or embossed on approved cords. Two-wire cords are not allowed. Cables with a "J" in the type designation (such as Type SJT) are junior-hard-service rated and are not permitted where subject to physical damage. When used outdoors, cords shall be listed for wet locations and be sunlight resistant, unless they are an integral part of listed portable equipment. All cords shall be continuous and contain no splices. Repair of the cord outer jacket only may be done with heavy-wall heat-shrink tubing with proper adhesive or by a vulcanizing process.

Code 525.21 Portable Wiring Inside of Tents. Wiring for temporary lighting, where installed inside tents and concessions, shall be securely installed and shall be protected from accidental breakage by



a suitable fixture or lamp-holder with a guard. Overhead lighting may be installed with approved Type SO cord sets. Festoon lighting or cord sets shall be installed at least 10 feet above ground where accessible to the public. All lamps should be supported at the lamp holder not be wires.

PERMANENT BUILDINGS

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Code 525.23 Ground-Fault Circuit-Interrupter Protection (GFI). All 125-volt, single phase, 15- and 20-ampere receptacle outlets that are in use by personnel or readily accessible to the general public shall have listed GFCI protection. Manufactured cord sets incorporating listed ground-fault circuit-interrupter protection for personnel shall be permitted. Egress lighting shall not be connected to the load side of a ground-fault circuit-interrupter device.

Code 525.22 Receptacles. Receptacle outlets shall have the proper rating for the circuit amperes, voltage, and number of phases. All receptacles shall be grounded by an equipment grounding conductor installed with the circuit conductors. Unless otherwise protected from the weather, receptacles and switches used outdoors must have weatherproof covers. The grounding prong shall only be used for grounding. Cord and cable plugs and receptacles shall not lie on the ground.

PROPANE

- All connections inside buildings must be copper tubing.
- Hoses are acceptable, building to tank only.
- **VENDORS ARE NOT ALLOWED TRANSFERRING PROPANE TANKS ON PROPERTY INCLUDING 20LB tanks. ALL PROPANE IS HANDLED BY A LICENSCED PROPANE DEALER.**
- Please call our propane dealer, Broco Oil, in advance of the start of the fair. They can be reached at 781-246-1130 (168 Hale Street, Haverhill, MA 01830).

TELEPHONE INFO

- To hook up a phone line contact Verizon Customer Service.

FAIR TRADE CENTER VENDORS

Please note, Events for Rent provides pipe and drape to create the booths in the Fair-Trade Center and the Annex. If you move draping to develop your booth, you are expected to return the booth to its original condition as when received. If your booth is missing draping, pipes, etc. You will be charged a replacement fee of \$100.

IMPORTANT FAIR TRADE CENTER HOURS

If you need to restock in the morning, the doors of the FTC will be opened at 9:00 AM by Security. The FTC will then be locked at 12:00 AM and will remain closed until the following morning at 9:00 AM. Please plan your restocking accordingly.



LOAD IN & LOAD OUT OF THE FAIR TRADE CENTER

Load-in:

Wednesday, October 2nd – 9:00 AM – 5:00 PM

Thursday, October 3rd – 9:00 AM – 10:00 PM

Load-out:

Monday, October 14th – 11:00 PM – 1:00 AM

Tuesday, October 15th – 9:00 AM – 4:00 PM

TOWN OF TOPSFIELD INSPECTIONS

Prior to Opening Day, all food and retail vendors need their booths to be signed off by the appropriate Town of Topsfield Inspector(s). Please note, we have been advised by the Town of Topsfield once again that if you are not ready to be inspected with an Authorized Booth Manager in your booth, you will be fined \$50.00 for a re-inspection by the Electrical Inspector of the Town of Topsfield. However, we believe if you are receiving this information well in advance, you will be ready for your inspection at the proper time and fines will be avoided.

INSPECTION SCHEDULE: The following Topsfield Inspectors will be operating on the following inspection times:

◆ **DATES AND TIMES TO BE DETERMINED**

To simplify this process, inside your check-in packet there will be a double-sided sign. One side of the sign will say “READY FOR INSPECTION”. The other side of the sign will say “NOT READY FOR INSPECTION”. We are asking all vendors to utilize this sign.

IMPORTANT NOTE TO FOOD VENDORS: The Health Inspector is the LAST Inspector that will sign off on your permit. If you have not been signed off by the Electrical, Fire or Gas Inspector, you cannot be inspected by Health.

- Vendors must have a current ServeSafe Certificate and Food Allergy Certificate on file in the Concessions Office as well as a copy available for the Topsfield Health Inspector.
- Your Booth should also display a Food Allergy Warning Sign.
- Prior to arriving on grounds, you must complete the Food Vendor Form (for the Town of Topsfield) and return it to the Concessions Office.

Board of Health meetings (*all food vendors must attend one of the two meetings scheduled*). This meeting is mandatory and attendance will be taken. If you are unable to attend, please contact the Concession Office to make other arrangements.



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- Dates and times of meetings to be determined.
 - Vendors, who replace food units after the start of the Fair, must notify the Concessions Department to schedule new inspections by appropriate inspectors (i.e. health, electrical, fire, gas). Additional permit fees will be charged.

BEVERAGES

Coca-Cola is the exclusive beverage provider of the Topsfield Fair. Again, this year, Coca-Cola will not be delivering to vendor booths and vendors will need to pick-up your Coca-Cola products at the Maintenance Office. Pre-Orders are due September 1st and orders during the Fair are due to Maintenance by 4pm the day prior to pick up. Beverage pick-up will begin Thursday, October 3rd and continue every day of the Fair from one hour prior to opening of the Fair to 11:00am.

Coca-Cola Coolers:

- The Coca-Cola Cooler situation has changed and there are only a limited number of coolers available. In addition, these coolers should only be used for Coca-Cola products and NOT food.
- 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 Coca-Cola.
- 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 designed to set up on the "footprint" of the cooler and will keep the cooler off the ground away from water, etc.

OTHER ITEMS

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 via the Concessions Department.
- 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 the opening of the Fair. Please remember this is a family-friendly fair!

Booth Set-Up – Move In and Move Out:

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

- Set-up Outside on the grounds can begin as early as one week prior to opening day and after being spotted by Concessions Department.
- Set-up of the Fair-Trade Center will begin on Wednesday, October 2nd at 9:00 AM.



- Earlier set-up requests may be accommodated on a case-by-case basis with approval by the Concessions Department.
- For Vendors setting up or leaving trucks, trailers, campers, or equipment before the Friday before opening day a fee will be applied to those vendor's accounts.
- For vendors sleeping in campers (meaning your camper is on grounds, hooked up to water and electric) before the Friday a week before the Fair opens (Friday before Opening Day) and/or past the Monday after closing day a fee of \$35 per night will be billed.
- The Topsfield Fair maintains the right to place and/or relocate any booth as necessary.
- Vendors have up to one week to remove all set-ups and items from the Fairgrounds. Please contact the Concessions Department if you require more time.

Booth Sign Number:

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 in **upper right** corner at rear 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 9th in the evening. They can be returned until the Monday (October 21st) after the Fair closes. Upon return of sign your \$20 deposit will be returned to you.

Booth Staffing and Operating Hours:

Please remember – all booths MUST be staffed for all open days and hours of the Fair. Booths should be open and ready by the time the Fair is scheduled to open each day and should remain open until the Fair is scheduled to close that day. If there are any changes to opening and closing times due to weather, the Concessions Department will communicate that to all booth owners. Failure to open on time and/or fully staff until the appropriate closing time shall be considered a breach of the License Agreement and may be cause for non-renewal and/or cancellation and/or cancellation and removal of violator's booth during the course of the Fair.

Camping:

- Camper spotting is done by the Concessions Department upon arrival at fairgrounds.
- All water hoses attached to town water must have back flow devices attached. These devices are provided by the vendors, not the Fairgrounds.
- Please refer to your Admissions Order Form for pricing.
- Hang tags MUST always be present in campers and bunkhouses. If not, your camper and/or bunkhouse will be towed off the property. If you have any questions about this, see the Concessions Department.

CORI Checks:

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



Emergencies & First Aid:

- First Aid, Police, and Fire Department are located next to the Main Gate by Administration Building.
- Topsfield Fair Safety Director: Ted Costa (978) 887-5000
- Minor first aid can be handled by an RN at First Aid Station.

Fire Regulations:

- All outdoor booths must have a fire extinguisher, **NO EXCEPTIONS.**
- 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.**

Ice:

Ice is available for vendors to purchase; see Charlie Wood in the Maintenance Department.

Internet/Wi-Fi:

It is recommended that vendors get hotspots for Wi-Fi connection if they need internet access.

Massachusetts Department of Revenue:

- **Please refer to the Meals Excise Tax effective as of May 7, 2019. A local sales tax of \$0.075 should be applied to the existing \$.0625 sales tax.**
- All vendors must provide their Massachusetts Tax ID number or Social Security number and pay the Massachusetts Department of Revenue directly.

Returned Checks:

There will be a \$50 administrative fee charged to vendors for each returned checks.

Shipping & Receiving:

- Any packages being shipped to the Fairgrounds on behalf of a vendor, must include the Company Name and Booth Number.
- Deliveries are generally made to the grounds daily prior to 10 am.
- If you are awaiting a package, please check with the Administration Building in a timely manner. Packages cannot be left at the office. The Topsfield Fair assumes no responsibility for packages lost, stolen or damaged.
- Topsfield Fair does not offer shipping services.

Signage:

All vendors must clearly display their items and pricing for all Fairgoers to clearly read. Signage for all booths should be professional and clean looking and remain within the footprint of the vendor space. No A-frame signs should be in walkways.



Sound Use:

Any use of sound or music must not cause an annoyance to Fairgoers or your neighboring vendors. However, vendors must understand that vendors are allowed to play music and/announcements within reason.

Trash Removal / Disposal of Grey Water:

- Grey water must be discharged in designated areas only. For locations, please ask the Concessions Department for the closest Gray Water Dump location in relation to your booth. No grey water tanks should be released onto the ground or in a storm drain. If a vendor is found to be doing so, fees from the Fairgrounds, Town, and State could be applied.
- Dumpsters must be used for trash. Barrels are for the use of fairgoers.
- Cardboard – must be separated for recycling. The Maintenance Department will come by daily to recycle.
- Grease disposal
 - ◆ Complimentary Removal Available. Please contact the Maintenance Department to arrange for your barrel delivery.



Useful Information:

Auto Parts Store

Advance Auto Parts
180 Endicott Street
Danvers, MA
978-774-1208

Grocery Store

Stop and Shop
301 Newbury Street
Danvers, MA

Gil's Grocery
30 Main Street
Topsfield, MA

Market Basket
230 S Main Street
Middleton, MA

Pharmacy

24 Hour CVS Pharmacy
19 Dodge Street
Beverly, MA

CVS Pharmacy
311 Newbury Street
Danvers, MA

Hospital

Lahey Outpatient Center
480 Maple
Danvers, MA

Salem Hospital
81 Highland Ave.
Salem, MA

AFC Urgent Care
50 Dodge Street
Beverly, MA

Banking

TD Bank
16 Main Street
Topsfield, MA
978-887-5140

Citizens Bank (Stop & Shop)
301 Newbury Street
Danvers, MA
978-750-1889

Hardware Store

Harbor Freight Tools
4 Newbury Street Unit B
Danvers, MA

The Home Depot
92 Newbury Street
Danvers, MA

Food

(For Pre and Post Fair Set-Up and
Street Break-Down)

**Make sure to meet delivery
people at gates, to effectively
get your food deliveries.*

Alex's Roast Beef & Seafood
53 Main Street Unit A
Topsfield, MA

Topsfield House of Pizza
32 Main Street
Topsfield, MA

Four 66 Pub and Grill (*Does
not deliver, but does do Take
Out*)
466 Newbury Street
Danvers, MA