



FIELD TRIP FAQ'S

GENERAL INFORMATION

WHEN CAN MY CLASS COME ON A FIELD TRIP TO THE TOPSFIELD FAIR?

We offer the Field Trip programs Monday through Friday of the Topsfield Fair each year. The Topsfield Fair officially opens at 11:00AM on Monday, Tuesday and Wednesday and at 10:00AM Thursday & Friday. Groups are asked to arrive on grounds before the opening of the fair and to leave the grounds no later than 3:00PM. Although there are set opening times each day, we do our best to open exhibits early and provide entertainment for school groups before the public arrives.

HOW MUCH DOES IT COST TO BRING MY CLASS TO THE TOPSFIELD FAIR?

Children in or below grade 5 are admitted into the Topsfield Fair free of charge when visiting with a school group. Chaperones are also admitted free on a 4 students to 1 chaperone ratio. Students above grade 5, as well as additional chaperones, are admitted at the discounted price of \$5.00 each, which can be paid the day of your field trip at the Information Table by cash or check.

HOW DO I CHANGE MY GROUP'S FIELD TRIP DATE?

In the event that you need to change the date of your field trip, please contact Kate O'Brien (kate@topsfair.org). Please note that we cannot guarantee the availability of your classes on the new date, however we will do our best to accommodate your group.

WHERE DO WE PARK?

All school groups must come to the Topsfield Fair on a school bus. You can park at the Maple Street Parking Area (Lot D), free of charge. Please note, that if a chaperone comes in a separate vehicle, they are responsible for paying for parking. Also, some smaller school groups choose to arrive in vans instead of school buses. These groups still qualify for Field Trip admission prices, but will have to pay the parking fee. Please note that this is not a new policy.

HOW MANY CHAPERONES SHOULD WE BRING?

We suggest bringing 1 chaperone for every 4 students attending. With this ratio, your chaperones will be admitted free to the Topsfield Fair. One of the most common comments we receive from teachers after their trips is that they wished they had brought more chaperones to help with getting students to classes, bathroom breaks/meal times, and navigating the grounds!

WHERE CAN I REGISTER MY SCHOOL GROUP'S FIELD TRIP?

Please register your school group on our website, www.topsfieldfair.org. If you are an administrator who is trying to encourage your teachers to bring students, please direct them to our website.

WHEN CAN I REGISTER MY SCHOOL GROUP?

The Field Trip Registration Form is typically available starting in August. We will accept registrations until the week before the Topsfield Fair opens, unless we reach our maximum capacity of buses. Although we can accommodate over 75 buses per day, previous years, Thursday and Friday were filled approximately three weeks before the fair opened (mid-September).

IF MY GROUP DOES NOT WANT TO TAKE PART IN A CLASS, DO I STILL HAVE TO COMPLETE THE ONLINE REGISTRATION FORM ?

Yes - to get free or discounted admission and free bus parking, your school must register, regardless of whether or not you are taking part in a class.

WHAT IS THE MAXIMUM NUMBER OF STUDENTS PER SCHOOL ?

School groups are welcome to bring as many students as they would like, as long as their registration number matches the number of students attending and they arrive on school buses.

HOW WILL I KNOW IF MY FIELD TRIP IS CONFIRMED?

When you submit the online registration form, you should receive an automatic email response (within 72 hours), confirming we have received your request. In September, you will receive a confirmation packet in your email that confirms all of the details of your Field Trip. This includes your arrival and departure times and if/when you will be taking part in classes, etc. If there are any conflicts or lack of availability, Topsfield Fair will contact you by phone or email to work it out, prior to you receiving the packet.

HOW DO WE PAY FOR OUR FIELD TRIP?

The total cost for your group to attend will be noted on your confirmation packet. Field Trips must be paid in advance or upon arrival in the parking lot. Groups will not be admitted onto the grounds until payment has been received.

In Advance: If you are paying for your Field Trip prior to arriving, please mail a check to: Topsfield Fair, PO Box 134, Topsfield MA 01983.

Upon Arrival: If you are paying for your Field Trip upon arrival, please bring the exact amount in cash (we cannot provide change), or a check made payable to: Topsfield Fair. We do not accept credit card payments, if you are paying when you arrive.

WHAT CLASSES CAN WE DO WHILE WE'RE ON THE FAIRGROUNDS?

We offer numerous free classes for schools to take part in! To see a full listing of what classes are offered, please visit the "Field Trip Materials" tab on our Education page (www.topsfieldfair.org/education). Read our Education Newsletter for a description of each class available.

HOW DO I FIND OUT WHAT DAYS DIFFERENT CLASSES ARE OFFERED?

To see a full listing of what days each class is offered, please visit the "Field Trip Materials" tab on our Education page (www.topsfieldfair.org/education) and read our Education Newsletter.

HOW MANY CLASSES CAN I REGISTER FOR?

The Topsfield Fair Education Department allows each school to sign up for a maximum of two classes. Scheduling for three or more classes can be a cause for a more hectic and less enjoyable time for your group. After completing the two classes, students can enjoy exploring the Topsfield Fair on their own, or by taking part in our "Activities on the Fairgrounds."

WHAT ARE ACTIVITIES ON THE FAIRGROUNDS?

Activities are not run by an instructor and allow students to explore different parts of the Topsfield Fair. They are still highly educational, but are not scheduled and can be completed at any point throughout the day. Some activities do require materials, such as worksheets or special maps. Please download/print these from our Field Trip Materials page prior to attending the fair. **These activities do not count towards our suggestion of a maximum of two classes per group.

HOW LONG DO CLASSES LAST?

Most of the Topsfield Fair Education Classes run for 30 minutes each, however some run up to a full hour. This will be noted on your schedule.

HOW MANY STUDENTS PARTICIPATE IN A CLASS?

There are typically 30 students participating in each class block. This number is flexible depending on the school size and which class(es) you selected.

WHEN DO WE TAKE PART IN CLASSES?

The Education Department will schedule your students into each class that you registered for and we will include an itinerary with your group's schedule in your confirmation packet.

LUNCH ON THE FAIRGROUNDS

WHAT DO STUDENTS DO FOR LUNCH ON THE FAIRGROUNDS?

Groups have a few options when it comes to eating at the Topsfield Fair. You may choose to use a single option, or a combination, however, you must pre-register for Option 1. There are also designated areas on the fairgrounds which have picnic tables, trash barrels, and recycling bins, suitable for large groups. If you have any questions or concerns about your group having a satisfactory lunch on the fairgrounds, please contact Kate O'Brien (kate@toppsfieldfair.org).

- **Option 1: FREE LUNCH PROGRAM**

The Education Department offers a FREE LUNCH PROGRAM for school groups attending a field trip.

You must sign up for this program ahead of time by making the request on your registration form.

- **Option 2: ALLOW STUDENTS TO PURCHASE FAIR FOOD**

- **Option 3: BRING LUNCH FROM HOME OR FROM SCHOOL CAFETERIA**

WE ARE BRINGING BAGGED LUNCHES - WHERE CAN WE KEEP THEM?

Unfortunately, we do not have an area for lunches to be stored while you explore the Topsfield Fair. Due to our enhanced safety & security, any bags left unattended will be discarded immediately. We suggest that chaperones carry students' lunches in larger bags or that schools leave lunches on the school buses and have chaperones retrieve them when students are ready to eat.

WHAT DAY(S) IS THE FREE LUNCH PROGRAM OFFERED?

The Free Lunch Program is offered on all five field trip days, Monday to Friday, and is available for schools/districts with a high percentage of students receiving free or reduced price meals. Groups must sign up for the Free Lunch Program in advance.

WHAT DOES EACH STUDENT GET IN THE FREE LUNCH PROGRAM?

Children participating in the Free Lunch Program each receive a hotdog, apple, milk, and cookies or chips.

WHERE DOES THE FREE LUNCH PROGRAM TAKE PLACE?

The Free Lunch Program takes place in our Hospitality Tent. The Hospitality Tent is located behind the Arena. Please note that there is no signage directing you to this location - it is a private lunch area that is not available or advertised to the public.