



*****NOTE: THIS MANUAL HAS BEEN UPDATED AND REVISED. PLEASE READ CAREFULLY. ALSO, ALL RULES & REGULATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

On behalf of the Board of Directors, Officers and Staff, we would like to welcome you to the 2011 Barnstable County Fair. **Our Fair dates are Saturday, July 16, 2011 - Saturday, July 23, 2011, which is 8 days.**

This manual is written to help you better understand our rules and regulations that have been implemented to make our Fair fun and safe for all. Please read and adhere to all the information contained in this manual as the rules and regulations will be enforced.

Any deviation from these rules without first obtaining permission from the Commercial Office could result in dismissal from the Fairgrounds and future Fairs.

This manual does not supersede the rules and regulations that are on the back of the contract nor individual letters that you may receive from another committee, but will be used to help communicate those rules. **It's imperative that you read the back of the signed contract for full details.**

We urge you to make this manual available to those persons who are responsible for your booth at the Barnstable County Fair. **The vendor manual is available online at www.barnstablecountyfair.org. It is your responsibility to download the manual.**

We value your opinions as professionals in this business and are always willing to listen to any suggestions that will help all interested parties thrive.

Through our partnership, we will continue to provide one of the best Fairs in New England.

We thank you for your support and look forward to our continued relationship.

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1. OPENING OF THE BARNSTABLE COUNTY FAIR

*****NOTE NEW DATES AND TIMES:** The Barnstable County Fair officially opens its gates to the public at Noontime, 12:00 PM, on Saturday, July 16, 2011 and closes on Saturday, July 23, 2011 at 10:00 PM. Operating hours for the 2011 Fair are as follows:

Saturday	July 16 th	12:00 PM	to	10:00 PM	OPENING DAY
Sunday	July 17 th	12:00 PM	to	10:00 PM	
Monday	July 18 th	12:00 PM	to	10:00 PM	
Tuesday	July 19 th	12:00 PM	to	10:00 PM	
Wednesday	July 20 th	12:00 PM	to	10:00 PM	
Thursday	July 21 st	12:00 PM	to	10:00 PM	
Friday	July 22 nd	12:00 PM	to	10:00 PM	
Saturday	July 23 rd	12:00 PM	to	10:00 PM	CLOSING DAY

*****NOTE THE FOLLOWING:**

- **ADMISSION GATES CLOSE AT 10:00 PM DAILY**
- **YOUR BUSINESS HAS THE OPTION TO STAY OPEN LATER BUT MUST BE CLOSED FOR BUSINESS BY 11:15 PM DAILY**
- **MIDWAY AREA STAYS OPEN UNTIL 11:30 PM DAILY**

Please be aware for safety reasons, we could open the gates earlier than posted if the line becomes too long. Please be at your booth ½ hour prior to the opening times stated above.

2. COMMERCIAL OFFICE HOURS

The Commercial Office is located in the main office of the Administration Building. The Commercial Office hours for 2011 are:

Monday thru following Saturday	July 11 th – July 23 th	8:00 AM	to	4:00 PM
Sunday	July 24 th	8:00AM	to	12:00 PM

3. VENDOR SETUP

A. MASSACHUSETTS TAX I.D. CERTIFICATE / NUMBER

Massachusetts Sales Tax Numbers are required by the Massachusetts Department of Revenue. Every vendor who offers goods or service for sale must have a current and valid Massachusetts Sales Tax Certificate. The Massachusetts Department of Revenue requires the Barnstable County Agricultural Society to file vendor Tax ID #'s before the opening of the Barnstable County Fair. Therefore, as a vendor, it is **mandatory** for you to submit to us your Tax ID# on your contract. Without this, you will not be able to be a vendor at our Fair. Also, a copy of this certificate **must be** on display in plain site at your booth. If you do not have a number, an application can be obtained by calling 617-887-6367. During the Fair, representatives from the Massachusetts Department of Revenue will be on site at the administration office for you to pay your sales tax. If you have any questions regarding this matter, please contact Joe Chester, MA Department of Revenue, directly at 508-862-2082.

B. SET-UP

No Vendor will be allowed to set up their booth on the Barnstable County Fairgrounds **prior to Monday, July 11, 2011**. In addition, the following must be correct and up to date: contracts, fees, tax ID number, sales tax and insurance policies. **Unless other arrangements have been made, A \$100 late fee** will be assessed for any payments received after your due date. If personal or business checks are returned, a processing bank fee **will be** charged and future checks **will not** be accepted from you or your business. ***Under no circumstance will Personal or Business Checks be accepted after June 15, 2011.*** All balances must be paid as outlined in the original contract. **FILING FEE, DEPOSITS AND/OR CONTRACT PAYMENTS ARE NON-REFUNDABLE.**

C. SETUP – PRIOR TO THE FAIR

For check in and setting up your booth, the Commercial Office will be open on Monday, July 11, 2011 thru Friday, July 15, 2011 from 8:00 AM to 4:00 PM. Once on the grounds and with approval, you will have until 6:00 PM to set up your booths. All Vendors are required to have their booth in place, inspected and to be ready for opening by 10:00 AM on Saturday, July 16, 2011. **All Food Vendors must be setup and ready for inspection by the Falmouth Board of Health Department no later than 12:00 PM on Friday, July 15, 2011. IT IS IMPERATIVE THAT THE TIME SPECIFIED IS FOLLOWED.** The Board of Health's phone number is (508) 495-7486. *We reserve the right to exclude any booth or part of a booth that is not ready or placed by the specified times.*

4. ACCESS TIMES – DURING THE FAIR

Gate 1 and Gate 4, will open 3 hours prior to the opening of the Fair. Vehicles with Gate passes will be allowed on the grounds for the purpose of re-supplying their booth. Admission tickets/badges **MUST** be used in order to enter **through any of our gates, Gate 1, Gate 4, Gate 6, or the East and West Entrance Gates.** **ABSOLUTELY NO VENDORS will be allowed on the Fairgrounds without a ticket/badge. This policy will be fully enforced and there are NO exceptions to this policy.** All vehicles must be off the grounds 1/2 hour prior to opening time or they will be towed at the owner's expense. **Because security is not provided inside the Marketplace Building,** the doors will remain locked until 1 hour prior to opening daily. At that time, we will open the back door for set-up and restocking. The front door of the building will remain locked until 15 minutes before opening. Please make arrangements if, for any reason, you need to get into the building prior to the above-mentioned times.

5. VENDOR HOURS

Ticket sales will begin at the times stated in Section 1 of this manual. We will continue to sell tickets until 10:00 PM daily.

All Vendors are required to be opened and manned during the official hours, stated in Section 1. **You are required to stay open until 10:00 PM each day. Outdoor vendors can stay later but must be close for business by 11:15pm. The Marketplace Building can stay later but must be close for business by 11:00pm.** During the open hours of the Fair each day, all booths must be manned by a **competent** attendant. If your area is not manned, the Barnstable County Fair Board has the right to remove your booth and replace it with another. **All deposits and payments, including the clean-up fee, will be forfeited.** Any vendor who leaves or is asked to leave for any reason during the Fair week relinquishes their space and such space may be resold. Again, **NO REFUNDS**, which includes cleaning and/or security deposit, will be given and you will not be invited to return. If for any reason you feel you must close your booth, prior approval must be given by the Commercial Office. **THERE WILL BE NO EXCEPTION TO THESE RULES.** For security reasons, vendors must leave the buildings, tents or area in which their booth is located by within 30 minutes after the public has left or 11:30 whichever is earlier. **UNDER NO CIRCUMSTANCES CAN ANYONE OCCUPY OR SLEEP IN THEIR BOOTH/SPACE AFTER 11:30 PM. Please note that the cleaning and/or security deposit is taken to assure that you maintain and man your space throughout the Fair**

and that you leave the space as your found it; raked, swept and clean of all debris.

*****NOTE: We are not responsible for any theft or damage to your space.**

6. ARRANGEMENT OF BOOTHS – MARKETPLACE BUILDING

Arrangement of booths must be such as not to obstruct the view of other booths. When partitions are used, they must be neatly backed in such a manner as not to detract from the appearance of space occupied by adjoining booths. All tables must have skirting that runs to the ground. **All products, signs and people must stay within their space designated. We do not allow vendors to place signs, product, tables or people outside the area that has been purchased and designated.**

7. YOUR PROPERTY ON THE FAIRGROUNDS

As this is an outdoor Fair, we **CANNOT BE RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED PROPERTY.** If you are in a tent, or the Marketplace Building, please protect your property by covering it and keep all items off the ground as they could be damaged by rain or flooding.

8. CONDUCT AND APPEARANCE

All Vendors, Agents and Employees must conduct all business from within the assigned areas of your contract space. No person or persons shall solicit business, distribute free samples, literature or promote business in the aisles, walkways, parking or midway areas. No vendors should act in such a manner to be a nuisance or annoyance to the public or to other vendors. **HAWKING AND/OR ROVING SOLICITATION IS NOT PERMITTED.** Please remember that you are a reflection of the Fair. We expect everyone to be clean and neatly clothed, orderly and polite in their conduct and speech, and to be courteous to our patrons and act in a professional manner at all times

9. VEHICLES ON THE FAIRGROUNDS

Gate 1 and Gate 4, will open 3 hours prior to opening and is used to allow all our vendors to deliver items to their booths. **Only vehicles with a Gate Pass and admission ticket/badge, which will be provided in your check-in packet, will be allowed on the grounds.** All vehicles must be off the grounds 1/2 hour prior to opening the grounds to the public. Violators will be towed at the owner's expense. There is no parking provided on the grounds for private passenger vehicles. This includes vehicles parked behind your space. We do have limited on site parking for authorized storage trucks. This is provided for a fee and is in a designated area. On site storage stickers will be provided and must be attached to the vehicle. During the days that the Fair is in operation, no cars, trucks, motorcycles, golf carts, mopeds, ATV's, bicycles, skateboards, scooters, roller skates, or any motorized land vehicle will be allowed on the Fairgrounds from 1/2 hour prior to opening until 11:30 PM. **Health related vehicles are exempt from this policy.** During other hours we reserve the right to bar anyone from driving or riding any of the above listed items if the person is operating it in such a manner to cause harm to themselves or others.

10. CARE OF BOOTH & TRASH PICKUP

All vendors are responsible for their own booth and after closing shall police their own area by sweeping and/or raking any debris to the front of the space. Cartons and cardboard are to be broken down and the rubbish bagged, tied and left near our barrels for pickup by BCAS's cleanup crew. **Grease is not to be disposed of on the grounds because of environmental controls. All oils & grease shall be placed in the grease barrels provided by the Fair. PLEASE NOTE THAT YOU MUST REQUEST THESE BARRELS FROM THE COMMERCIAL OFFICE.** Old grease should not be left in their original containers anywhere on the grounds. **We provide grease barrels at no cost.**

Two (2) or more vendors can share these barrels. Anyone caught pouring grease in anything other than the grease barrels provided by the Fair will be asked to leave the grounds immediately without any refunds. For disposal of trash, there is a dumpster located to the right of the Main Arena behind the bleachers. Again, **NO grease** is allowed in the dumpster. It is your responsibility to keep your area neat and clean. **For safety reasons, it is required by the town electrical inspector to bury all hoses and electrical lines prior to 10:00 AM on Saturday, July 16, 2011. The Fair does not provide shovels or rakes.** The back of trailers, units and space should be kept clean and orderly. We reserve the right to ask for fencing around the back of any location. All propane tanks must be secured to the trailers. There will be no dumping of water or product on the Fairgrounds. Gray water stations are provided throughout the grounds. The Commercial Office reserves the right to shut your space down if you are found in violation of any of these rules. They have the right to ask you to correct or repair any item which they feel is unattractive or hazardous in any way, shape, or manner.

11. BREAK DOWN

NO vehicles will be allowed on the Fairgrounds prior to 11:30 PM on the days the Fair is in operation. On the last day of the Fair, you can start to break down at **10:00 PM**; however, since the Midway Area closes at 11:30 PM, **NO** vehicles will be allowed on the property **before 11:30 PM**. If dismantling and packing occurs **prior** to 10:00 PM, your company will not be invited to return to future Fairs **AND YOUR CLEANING AND/OR SECURITY DEPOSIT WILL BE FORFITED**. We are obligated to run our Fair until 10:00 PM DAILY! On closing night, Saturday, July 23 2011, the Marketplace Building will be locked by security when the last vendor has packed up items or 1:00 AM, whichever comes first. The building will remain locked until 8:00 AM on Sunday, July 24, 2011. You will have until 12:00 PM to breakdown your space. Unless prior arrangements have been made, all vendors must be off the Fairgrounds no later than Tuesday, July 26, 2011.

12. BOOTH CONDITIONS AFTER THE FAIR

Booth space after the Fair shall be returned to the condition in which it was found prior to the opening of the Fair. This means that any holes or trenches that were dug must be filled in. All paper, wood, and debris removed, and the entire area raked and/or swept clean. If wood or oil is found in or near your area, your security deposit will be kept, as we need to make special arrangements to discard. The Commercial Office will be open from 8:00 AM to 12:00 PM on Sunday, July 24, 2011 for inspection of your site. **Your \$100 cleaning deposit will only be returned upon these conditions**. If for any reason your space needs to be cleaned by BCAS, your deposit will be adjusted accordingly. **NO CASH OR CHECK WILL BE REFUNDED THAT DAY**; however, if approved, cleaning fees will be sent to the business name and address listed on your contract prior to August 20, 2011. **Note: If you were asked to leave prior to the end of the Fair, your security deposit will not be returned.**

13. TENTS

For a fee, tents can be provided by the Fair if requested by **June 15, 2011** and written into your contract. We will supply sides and one light in the interior **ONLY**. Please note that we are not responsible to take down or put up the sides of a rented tent during Fair. If you bring your own tent, it must be able to fit in the size of the space you rented. Because of potential high winds, all tents must be commercial grade, flame proof, staked and tied down as not to cause any damage to your neighbors.

14. INSURANCE

Every vendor must maintain Public Liability including Personal Injury Liability, Products Liability, and Property Damage Insurance acceptable to the Fair covering a period beginning no less than 10 days prior to July 16, 2011 and ending no less than 10 days following July 24, 2011. Such insurance

shall provide limits of not less than \$1,000,000 and the "Barnstable County Agricultural Society, Inc." its employees, directors and volunteers shall be listed as ADDITIONAL INSURED and shall be given written notice at least thirty (30) days prior to any cancellation or reduction in limits. All vendors must provide Workers Compensation for all employees in accordance to Massachusetts's law. A Certificate of Insurance complying with the above recommendations must be in the Commercial Office no later than **June 15, 2011**. If for any reason you do not provide a satisfactory Certificate of Insurance by June 15, 2011, we will place you on our Blanket Liability policy at a fee of \$150.00, price subject to change, which is due and payable prior to setting up and must be listed on your contract.

*****NOTE: WE DO NOT SUPPLY WORKER'S COMPENSATION, AUTOMOBILE OR PROPERTY COVERAGE. YOU MUST MAINTAIN YOUR OWN POLICY. WE ARE NOT RESPONSIBLE FOR ANY LOST, STOLEN, OR DAMAGED PROPERTY.**

15. ELECTRICITY

All vendors **will be** charged an electrical charge. Electrical charges will be based on voltage and amperage needed. Electric service for Commercial Vendors is 120V 20A. If you need more electricity than supplied, you will be charged accordingly. Also, for a **fee**, if you need an electrician, other than the BCAS electrician, you **must** make a request at the Commercial Office. **ALL ELECTRIC CORDS MUST BE 3-PRONG. THE TOWN OF FALMOUTH WIRING INSPECTOR REQUIRES THAT YOU MUST DIG ALL ELECTRICAL CORDS AND HOSES UNDER THE GROUND FOR SAFETY PURPOSES. WE DO NOT PROVIDE RAKES OR SHOVELS.** Inspection will be made daily.

16. SOUND SYSTEM

Sound systems may be used providing they do not disturb your neighbor or anyone else on the grounds. They must be kept at a low volume. If any complaints are received, it will be necessary to eliminate the system altogether. **HAWKING OUTSIDE YOUER BOOTH IS NOT PERMITTED.**

17. DECORATIONS

Decorations are the responsibility of the vendors. **ALL MATERIALS MUST BE FLAME PROOF.** Crepe and corrugated paper decorations are not permitted. No tarps or colored throws are to be used on outdoor booths. **All vendors must furnish their own setup including any tables and chairs.** We continue to do landscaping and flower planting but we need your help. Feel free to make use of hanging baskets, potted plants, and small shrubs in pots as long as they are within your designated space.

18. SIGNS AND PLACEMENT

All signs and placement must meet the approval of the Barnstable County Fair Board. All signs must be neat, inoffensive and within the limits of your booth/space. The Commercial Office shall have the right to request removal of any signs that are considered undesirable. No signs shall be placed on the outside of the Marketplace Building, or hung in such a manner to be of a nuisance to your neighbors.

19. PRICE POSTING - REGULAR VENDORS

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. All pricing signs must be neat and inoffensive and within the limits of your booth/space.

20. PRICE POSTING - FOOD VENDORS

Food Vendors shall post in a conspicuous manner at the front of the unit/booth or window a sign showing the price of all items. The size of the sign and bill of fare shall be readable at a minimum of 15 feet. All pricing signs must be in good taste, neat, inoffensive and within limits of your booth/space.

21. SALES RECEIPTS

Licensee's name and address must be on all sales receipts. This does not apply to Food Vendors.

22. PROHIBITED ARTICLES & SERVICE

The following articles are not allowed to be sold or displayed: knives of any kind, poppers, snappers, cap guns, water pistols and cannons, smoke bombs, bomb bags, wrist bands with spikes, balloons that conduct electricity, fire works, drugs, drug paraphernalia, alcoholic beverages, obscene t-shirts/products, etc. No unlicensed or copyrighted products of any kind, including the replication of any copyrighted item. There will be no permanent tattooing and body piercing on the Fairgrounds. No second hand articles shall be exhibited or sold unless they are in the class of antiques. The Barnstable County Fair Board reserves the right to remove, or ask you to remove, any literature or articles that are for sale or giveaways which it feels are not in keeping with the best interest of the Fair and/or its patrons. This includes literature or articles that are considered by the Fair Management to be in poor taste and offensive to the public.

23. SUB-LETTING OF SPACE

Sub-letting of your space or part of it is prohibited. **Please note that if you sell your business, your space regardless of the number of years at the Fair, cannot be sold with your business.**

24. FIRE EXTINGUISHERS

All Food Vendors must have a class BC Fire Extinguisher.

25. EMERGENCY PROCEDURES

In the event of a fire, police or medical emergency, smell of gas or smoke:

1. Evacuate people in the immediate area who are in danger.
2. Notify any Fairground personnel with a portable radio.
3. If safe, attempt to put out a fire with fire extinguishers or garden hose.
4. Do not give out any information regarding emergencies. Refer all questions to the Fair Manager.

26. SECURITY

Security begins 8:00 PM on Friday, July 15, 2011 and ends 9:00 AM on Sunday, July 24, 2011. During the Fair, the Marketplace Building will be closed and secured from 11:00 PM to 1 hour prior to opening time the following day. **There will be no security provided inside the building; however the Marketplace Building will be alarmed nightly.** All outside vendors will be patrolled by security during the night. The Barnstable County Fair will take every reasonable precaution to secure the

grounds **BUT** cannot be held responsible for lost, stolen or damaged items. We strongly suggest anything of value should be removed from the grounds each night.

27. RV/ TRAILER PARK

The RV Park opens Monday, July 11, 2011 and has limited space; therefore, all vendors using the RV Park **MUST** fill out an application. **NO VENDOR** will be allowed in the RV Park without one. The daily fee is \$35.00 per night per hook-up. **FULL PAYMENT is MANDATORY prior to hook up in the RV Park or setting up your booth/space for the Fair. Please not for safety purposes we will only allow 1 vehicle per trailer in the RV Park. If you have more than one vehicle you can park in the adjacent lot.**

IMPORTANT MESSAGE: Payment for Annual RV users is included in the yearly contracts, which is then divided into three installments.

The Fair and/or Commercial Office will handle all payments regarding the RV Park. For RV Park applications and complete rules & regulations contact the Fair and/or Commercial Office.

28. ADMISSION CREDENTIALS

A. Starting July 2011, admission buttons will be discontinued. Instead, Sixteen Vendor Admission Tickets will be given for each 10' frontage, which includes side selling. Admission tickets **MUST** be used in order to enter through any of our gates, Gate 1 and Gate 4, or the East and West Entrance Gates. **ABSOLUTELY NO VENDORS** will be allowed on the Fairgrounds without a ticket/badge. **This policy will be fully enforced and there are NO exceptions to this policy.** As before, Additional tickets may be purchased for \$5.00 until we open on July 16, 2011 at the Main and/or Commercial Office. Admission tickets are for you and/or your employees use only and are not for resale. Reselling of admission tickets is a cause for removal of your space from the Fairgrounds.

B. RESERVE PARKING is limited because of space. One reserved parking sticker will be issued to each vendor for each 10' frontage, including side selling, to a **maximum** of 4 Reserve Parking passes per contract. The Reserved Parking lot is free and is located behind the Administration Building. This is the only Reserved Parking on the grounds. If you need additional parking, you can go to our paid parking lot #4, West Gate, and Lot #1, East Gate, for a fee of **\$10.00**; parking in lots #2 and #3 are free. **NO ADDITIONAL RESERVED PARKING STICKERS WILL BE ISSUED.**

29. MEAL TICKETS FOR FAIR STAFF

Barnstable County Fair allots meal tickets to volunteers. Each ticket has a **maximum \$4.00** value. The ticket has no cash value and **NO CHANGE** is to be given. **All tickets must be turned in to the Fair Administration Office NO LATER THAN August 15, 2011 or they will not be honored.** Tickets should be totaled and attached to the food vendor's name and business. We will send a check to the business name and address on your contract no later than August 20, 2011.

30. UPS, MAIL, FedEx DELIVERIES

UPS and FedEx deliveries are made to the Morton Building, which is the gray, steel building next to the Administration Office, usually around 11:00 AM. **There will be NO deliveries to individual vendors or buildings.** The Commercial Office will make every effort to announce that UPS or FedEx is on the Fairgrounds. **The Commercial Office and or its employees will not be responsible for any deliveries.** Please make prior arrangements if you have any COD's arriving and would like the Commercial Office to hold the check and sign for the package. In any event; however, **we will not**

handle cash or be responsible for any package that you have requested we sign. Regular mail is delivered to the Administration Office by 11:00 PM daily except Sunday.

31. PETS

Absolutely no pets of any kind will be allowed on the grounds of the Barnstable County Fair. **This does not apply to Guide or Service Animals.** Dogs or cats may be kept in the trailer park area, but must be caged or inside trailers or campers. Animals that are kept at the trailer park must be quiet and safe for all. The animal will be removed from the property if a complaint is received.

32. INDUCEMENTS

If you use an inducement, you must complete an inducement permission form. No inducements will be allowed without written permission. Winners must be drawn before 9:00 PM, Saturday, July 23, 2011, unless prior arrangements have been made. Immediately after the drawing, a list of winners, including names and addresses, must be delivered to the Commercial Office.

33. REFERRAL PROGRAM

In our continuing effort to provide our Fair customers with quality Commercial and Food Vendors, we will continue with our Referral Program. If you refer a new Commercial or Food Vendor to our 2011 Fair, we will deduct \$100.00 from your 2012 rent for each vendor that meets the listed criteria. If for any reason you are not invited back or you decide not to return, the \$100 deduction will be forfeited.

Before we will deduct \$100.00 the following criteria must be met:

1. Refer a quality professional vendor to our Fair.
2. The vendor must follow all rules and regulations without issues.
3. We must accept the vendor under our guidelines for the 2011 Fair.
4. The vendor must accept and stay for the full eight (8) days without hassles.
5. The vendor must act professional enough for us to re-invite them to the 2012 Fair, in which they must accept.

34. FOOD VENDORS - HEALTH PERMIT

As already stated in section 3C of this manual, Food Vendors must be setup and ready for inspection by the Falmouth Board of Health Department no later than 12:00 PM on Friday, July 15, 2011. IT IS IMPERATIVE THAT THE TIME SPECIFIED IS FOLLOWED.

We reserve the right to exclude any booth or part of a booth that is not ready or placed by the specified times.

All Food Vendors **must fill out & return their Health Food Permit Application to the Falmouth Health Department**, 508-495-7486, located in: Town of Falmouth, 59 Town Hall Square, Falmouth, MA, 02540, prior to June 15, 2010. There will be **two** ½ hour food handler's classes sponsored by the Falmouth Board of Health on the following date and times:

FRIDAY, JULY 15, 2011

4:30 PM – 5:00 PM

or

5:00 PM – 5:30 PM

(dates are subject to change)

*****NOTE: One member from each Food Vendor on the Fairgrounds must attend a class unless prior Health Certificates have been granted and approved by the Town of Falmouth.**



35. FOOD VENDORS - PURCHASE OF ITEMS

For your convenience, suppliers of soda, propane, produce, meats, and ice have been carefully selected and will serve all vendors on the Fairgrounds. It is required that you use our suppliers. The Board of Health, prior to opening the Fair, will inspect all produce and meat. The 2010 Suppliers are as follows:

- **Performance Food Group will be the supplier for the following items:**

1. Produce 2. Meat 3. Paper 4. Soda/Water/Ice 5. CO²

- **Contact:** **Greg A. Strohm 800-388-0257**
Gstrom@pfgc.com 508-847-7320 Cell

PFG will be on the grounds Thursday, July 14, 2011 & Friday, July 15, 2011 to take orders. Orders can be placed in advance by contacting Greg at the above phone number. During the Fair, they will be on the grounds during various hours.

- **Bread/rolls Melary Foods Jennifer Mello 508-586-3331**
Jennifer@melaryfoods.com 508-586-3311 Fax

Melary Foods will be on the grounds Thursday, July 14, 2011 & Friday, July 15, 2011 to take orders for the Fair. During the Fair, they will be on the grounds daily from 10:00am – 11:30am with the exceptions of Sunday, July 17, 2011 and Wednesday, July 20, 2011. Please make every effort to contact Jennifer to place your orders in advance.

- **Propane Grillman Propane Jeff Tufts 888-238-3139**
613 Turnpike Street Jeff@grillman.com 508-238-3388 Fax
Easton, MA 02375

Grillman propane will be on the grounds at various times starting Monday, July 11, 2011 thru Saturday, July 16, 2011. Also, on the following days:

Monday July 17th 8:00 AM - 12:00 PM

Thursday

July 21st

8:00 AM - 12:00 PM

Service personnel will be available on delivery days and on opening day. Emergency service is available beyond posted hours at a standard rate quoted at the time.

Grillman Propane is responsible for obtaining permits with the Town of Falmouth for all vendors using propane. Grillman is required to inspect each installation to insure compliance with local codes. All tanks must be secured and protected against tipping. Tanks will be supplied if needed. Please call 1-888-238-3139 to request tanks. Unused gas will be refunded on closing night.

- Please contact Grillman for 2011 Gas prices
- Flat permit & inspection fee for all vendors using gas is \$35.00. Price subject to change without notice.

*****Please contact any above vendors with any advanced orders or special requests.**

36. RIBBON AWARDS

Each year we have judges look at every booth for the best overall appearance and condition. We provide ribbons for 1st, 2nd, and 3rd place. Ribbons will be awarded for the following categories:

1. Commercial Vendors
2. Food Vendors

The judges will give points ranging from 1 to 10 with 1 being the lowest. They will provide these points on the following:

1. Decoration & use of space
2. Cleanliness of space – including areas around your space
3. Employee appearance and their interaction with customers
4. Signage
5. Overall appearance

Although these awards do not provide any money, the ribbons can be displayed here and at other Fairs, and can be used on resumes when trying to get into other quality Fairs.

Barnstable County Fair 2010 Award Winners

Non-Food

- 1st JNS
- 2nd Kitchen Magic
- 3rd Pampered Chef

Food

- 1st AR Candy Shack
- 2nd Anthony's catering
- 3rd Rudy's Pizza

37. IMPORTANT INFORMATION & PHONE NUMBERS

Fairgrounds	508-563-3200
Fairgrounds - Fax	508-563-5790
E-mail – Wendy Brown, General Manager:	<u>Wendy@barnstablecountyfair.org</u>
E-mail - Main Office:	<u>info@barnstablecountyfair.org</u>
Website:	<u>www.barnstablecountyfair.org</u>

Suppliers:

Performance Food Group - Greg Strohm	800-388-0257
Grillman Propane – Jeff Tufts	888-238-3139
Melary Foods – Jennifer Mello	508-586-3331

Town of Falmouth:

Falmouth Board of Health – Scott McGann	508-495-7486
Falmouth Chamber of Commerce	508-548-8500
Falmouth Fire Department	508-548-2325
Falmouth Police Department	508-457-2527
Falmouth Town Hall	508-548-7611

State of Massachusetts:

Mass Department of Revenue	617-887-6367
Joe Chester, Fair Rep, MA Dept of Revenue	508-862-2082

CAMPGROUNDS

Bay View Campgrounds	12 minutes from Fairgrounds	508-759-7610
Bourne Scenic Park	15 minutes from Fairgrounds	508-759-7873
Cape Cod Camp Resort	12 minutes from Fairgrounds	508-548-1458
Scusset Beach Reservation	17 minutes from Fairgrounds	508-888-0859
Sippewissett Camp Grounds	14 minutes from Fairgrounds	508-548-2542