



COUNTRY FAIR

Welcome to the 43rd Annual Riverhead Country Fair



The Fair and the Town of Riverhead have grown and changed a great deal over the last 40 plus years. We enjoy celebrating the agricultural heritage of our town and we hope you will be joining us this year to continue the tradition. This year is our 43rd fair and we are hoping for good weather. Please remember this is a rain or shine event with no refunds.

Inside are the vendor application and the rules of the Fair. Please take a moment to review the rules. In order to better plan and make booth assignments and get confirmation materials out we have now added early bird pricing and those applications are due on Friday, August 24th. Booth assignments will begin after the August 24th early bird deadline. This year there will be new requirements for electric service as dictated by the town engineers. If you purchase electric we will send you the details via email. Please be sure to read them and have the proper equipment the day of the Fair. You are permitted to use a generator but it will be inspected by the fire marshall.

Similar to last year, insurance will be required but we have made a few changes to help reduce the cost to our vendors. We will now offer the option for non-food vendors to pay us \$47.00 and we will handle the paperwork to get a liability only insurance certificate for the day of the fair for you. You will receive a copy of the certificate with your booth assignment package.

If you have your own insurance, or if you are a food vendor, you will need to send us a General Liability Certificate with your application. The certificate will need a One Million per occurrence limit and Two Million general aggregated limit coverage. In addition, the certificate will need to state: *Riverhead Townscape, PO Box 869, Riverhead, NY 11901, is listed as additional insured as per written requirements subject to policy terms and conditions on a primary and non-contributory basis. Waiver of subrogation is in favor of the additional insured.*

It is very important that you include an email address on your application. We are a very small group of volunteers and are frequently working on Fair related things on off hours so an email address will make it easier for us to reach you with any questions we may have on your application. Please be sure to print clearly!

For the past few years there have been a number of changes downtown limiting some of our space and in some cases losing the space all together. We will do our best to keep you in or close to your past booth spaces if requested. There will be some booth number changes so when you receive your confirmation packet please look at the map carefully to see where we have marked your space.

We look forward to seeing you on October 7th!

Sincerely,

Patty Young
Fair Coordinator

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~ Rain or Shine – No Refunds will be Given ~

Booth Information Sales & Exhibition Space

1. **ALL SPACES** measure 12' wide by 10' deep and will be assigned within appropriate areas at the discretion of the Fair Committee. Applications will be considered in order of date received. **Booth sizes strictly enforced.**
2. **ALL APPLICANTS** must include a copy of their **NYS SALES TAX CERTIFICATE**. Applications will not be processed without a copy of certificate. No Exceptions.

All vendors are required to supply a Certificate of Liability Insurance which specifically names Riverhead Townscape.
See additional information on page 1.
3. **A picture of your display is ESSENTIAL. A list of all items to be sold must be included.**
4. **ALL TABLES AND BOOTHS** must be supplied by the exhibitor. Please maintain the cleanliness of your booth.
5. **ELECTRICITY** is available at \$25 per space (20 amp service). You must apply for electricity in advance. Exhibitor must supply heavy duty extension cord. **Generators are allowed but are subject to inspection by the fire marshal.**
6. **CLOSING DATE FOR EARLY BIRD APPLICATIONS** is Friday, August 24, 2018.
7. **NOTIFICATION OF ACCEPTANCE** will be mailed following the early bird deadline as applications are received.
8. **SET UP:** The Fairgrounds will be open for set-up from 7 a.m. to 9 a.m. **No vehicle will be permitted on the Fairgrounds after 9 a.m. Unauthorized vehicles on the grounds after that time will be towed at the vehicle owner's expense.**
9. **CLOSING:** The Fair will close at 5 p.m. **From 5 p.m. to 5:30 p.m., pedestrians will leave the grounds.** Vehicles will be permitted to enter the grounds **after 5:30 p.m.**

The RiverheadCountry Fair is an Animal Friendly Activity.

1. **NO ANIMALS OF ANY KIND MAY BE SOLD, GIVEN AWAY OR USED AS PART OF A GAME.**
2. **Please consider the size of the crowd and the weather in deciding to bring your pet to the fair.**
3. **Helium filled balloons may not be sold or given away. They may be used for display purposes only.**

Categories & Specifications

1. **VENDOR BOOTHS:** include artists & craftspeople; antiques & collectibles; manufactured goods and/or retail/commercial goods.
2. **FOOD CONCESSIONS: NOTE:** Suffolk County Board of Health approval is needed for food/beverage or alcohol vendors.

Space for vehicles is extremely limited. There are very few spaces available for ice cream trucks.

Applications for food booths **MUST** be received by **August 25, 2018**. Food vendors must be approved by the Suffolk County Health Department. Applicants are expected to purchase ample electric supply for each individual booth. **NON-PROFIT ORGANIZATIONS** may apply for reduced rate booths. Include NYS Tax Exempt Number and copy of certificate with application.

- **Manufactured goods will be limited.**
NO FLEA MARKET ITEMS
- * **Applications will be reviewed by the committee.**
The committee's decision is final.

Detailed information is available at
www.riverheadcountryfair.com
Visit us on facebook

You can now complete your application online and email it along with all required documentation to Riverheadfair@optonline.net. Payments can be submitted online via PayPal.

NOTE:

The Fair Committee reserves the right to review all materials exhibited or sold and to rescind space for any material judged inappropriate to the family orientation of the Fair.