



Serving Knox, Lincoln and Waldo Counties

Vendor Rules, Regulations, and Contact Info 2024

Welcome to another great year at the Union Fair.

Enclosed is information about being a vendor at the Union Fair and should answer any questions you may have about being a vendor at the Fair. It contains the Fair's rules and regulations, so we all operate under the same policies. If you have any questions, please contact us.

The "Agricultural" period of the Fair will be held during the four-day period July 7 – 10. This will include all the competitive events associated with agriculture. Agricultural displays and exhibits will continue into the "Festival" period July 10 – 14. Due to the cost of repairing the damage caused by the May 2023 flood, combined with the increasing cost, harness racing will not be held. The carnival will open for business on Wednesday, July 10, and the Festival period will overlap with the Agricultural period on that day. That will also be Maine Blueberry Day, with Blueberry Queen coronation, blueberry pies, etc.

The Fair will not charge admission on July 7, 8, and 9. We will not require vendors to attend on those days but we know many of you have said you will, and there will be no additional fees for 8 days versus 5 days. If you decide to attend only the Festival period, setup can still happen while the Agricultural period is ongoing. Vehicular traffic will be restricted with all vehicles escorted and access to buildings and other locations.

We ask that you make this information available to all the employees and volunteers who work with you, as you are responsible for these people. Additional copies are available from the vendor coordinator's office should you need them.

We look forward to working with you at the 2024 Union Fair in July. Please feel free to bring any and all concerns to our attention. Thank you for your participation.

Vendor Coordinators:

Mike & Sarah Drickey

Phone: 207-470-7401, Email: vendor@unionfair.org

Union Fair Vendor Hours of Operation, 2024

Hours of Vendor Setup prior to Agricultural period

Thursday, July 4	As coordinated
Friday, July 5	9:00 am to 7:00 pm
Saturday, July 6	9:00 am to 9:00 pm
Opening day, July 7	8:00 am to 10:00 am

Hours of Vendor Setup prior to Festival period

Sunday, July 7	9:00 am to 7:00 pm
Monday, July 8	9:00 am to 7:00 pm
Tuesday, July 9	9:00 am to 9:00 pm
Opening day, July 10	8:00 am to 10:00 am

Setup will be during these hours unless previously arranged with the coordinator. Earlier setup is available to those who want to arrive earlier. Upon arriving at the Fairground, check in with the vendor coordinator.

Before you will be permitted to set up, we must have all the required documents and information:

- A copy of your insurance
- Signed contract information with all information
- Necessary licenses
- Payment.

All vehicles must be off Main Street, Park Place, Boardwalk, all pedestrian paths, and the midway one hour prior to normal opening. A convenient staging and parking area will be available during the setup period.

During operating hours all booths must be attended. If your area is not attended, we reserve the right to remove your booth, and deposits and payments will be forfeited. If for any reason you feel you must close your booth, prior approval must be given by the Vendor Coordinator. All outside booths must be lit and visible for vendor and attendee visibility and safety.

Inside vendors – (Craft Barn, Blueberry Acres, and Exhibition Hall)

Normal hours:	July 7, 8, 9 – 10:00 am to 5:00 pm
	July 10 – 10:00 am to 9:00 pm
	July 11, 12 – Noon to 9:00 pm
	July 13, 14 – 11:00 am to 9:00 pm

Buildings will be unlocked 15 minutes prior to opening and locked 15 minutes after closing to the public. Unattended booths may be removed or replaced at the discretion of the Vendor Coordinators. All deposits and payments will be forfeited. If for any reason you must close your booth, contact the Vendor Coordinator as prior approval must be obtained.

Special situations:

- 1) During periods of very low attendance, the Vendor Coordinator may approve late opening or early closing on an individual or Fair-wide basis.
- 2) Vendors in the Exhibition Hall will be notified by the Hall superintendent when the building is to close. Set up of Vendor Booths must be coordinated with the

Hall superintendent. Setup on the evening prior and opening day morning (July 7) may be restricted due to judging in the Exhibition Hall. The Fair is not responsible for items that are lost, stolen or damaged.

Outside Vendors – (Main Street, Blueberry Common, Boardwalk, Park Place, Paddock, Grandstand Walkway, and Racetrack Fence).

Normal hours: July 7, 8, 9 – 10:00 am to 5:00 pm
 July 10 – 10:00 am to carnival shut down (customarily 10 PM)
 July 11, 12 – Noon to carnival shut down
 July 13, 14 – 11:00 am to carnival shut down

The area known as Blueberry Common – between Blueberry Acres and Craft Barn, will be changed this year based upon vendor comments to provide better visibility for all vendors. This will necessarily cut down the total space for vendors, and will force us to stop using some locations from previous years. **Get your requests in early!**

Vendors are expected to remain open for business until the carnival ceases operation.

Special situations:

During periods of very low attendance, the Vendor Coordinator may approve late opening and/or early closing on an individual or Fair-wide basis.

Final Day Closing:

ALL vendor booth removal on the last day may begin after closing, NOT BEFORE. At this time you may close down. You may return on Monday from 9 am to 12 noon, or as coordinated. Vendors unable to remove booth/equipment by Monday noon must make arrangements with the Vendor Coordinator.

Electrical and Water Connections

All outside vendors are permitted to attach to the fairground water supply at no charge. All hoses should be routed out of the way of traffic and positioned to avoid tripping hazards whenever possible. If hoses are exposed across a path, they must be covered to protect foot traffic.

All vendors are provided standard 120V 20A electrical service at no charge. Other service and hardwired connections must be handled by the Fair's electrician only. The electricians will be available prior to Fair opening for connections. They will come around as quickly as possible on the final Sunday night to disconnect! This service carries a \$75.00 hook-up/disconnect fee. All wires should be routed out of the way of traffic and positioned to avoid tripping hazards whenever possible. If wires are exposed across a path, they must be covered to protect foot traffic.

The Fair maintains a quantity of covering for hoses and wiring for vendor use, but it is the VENDOR'S RESPONSIBILITY to protect volunteers, employees, other vendors, and the public.

Positioning Vendor Equipment

The vendor coordinators will mark locations for all vendors. If accommodations are required, they must be approved by the vendor coordinators. All vendors are expected to provide the people and machinery to place their equipment in the designated location. If

assistance from Fair personnel is requested, it will be provided if available. However, use of Fair equipment (e.g., tractors, forklifts) carries a \$75.00 fee. All wires should be routed out of the way of traffic and positioned to avoid tripping hazards whenever possible. If wires are exposed across a path, they must be covered to protect foot traffic.

Vehicles on Fairgrounds

Vehicles are permitted each day PRIOR to fair opening. ALL vehicles must be removed one hour prior to opening every day with no exceptions. Deliveries may be made at night one hour after closing and no later than midnight. This is a safety concern and mandate of State of Maine Safety Inspectors. NO DELIVERIES may be made by vehicle during regular hours. All delivery vehicles must be parked in the designated delivery location in front of the Museum and products/supplies delivered by cart or hand truck to booths.

ALL vehicles (except certified ADA vehicles) must remain off the fairground during regular hours of operation with the exception of designated roadways. Vehicles arriving for setup during the Agricultural period may be held in a staging area until they can be escorted. After delivery they must be moved to designated vendor parking areas or left in the campground by those renting space there. Vendor parking permits will be issued to each vendor.

Trailers or vehicles containing goods to be sold at the Fair that require electricity may be stored at a location to be provided at check-in. In addition, they may be stored at the campground if they coordinate with the Campground supervisor and pay the associated camping fee (less discount for full-time vendors).

Harassment

Harassment of any kind will not be tolerated at the Union Fair / Maine Wild Blueberry Festival. This includes stopping Fair visitors in the roads and walkways. Offenders will be given a warning. Recurring offenders will be asked to leave, will receive no refund, and will not be welcomed back. If the offense is a crime then the vendor will be asked to leave immediately and will receive no refund and will be told that they are not allowed back on the grounds again. Crimes will be referred to local law enforcement authorities.

Trash removal

Vendors are responsible for removing their own trash and taking it to designated collection sites. Boxes must be broken down and may be placed beside trashcans for collection. Your regular trash must be bagged in sturdy plastic bags.

Tents

Tents must be within the allocated space, and must not interfere with traffic, safety, or neighbors.

Advertising, Signs and Placement

All signs must be neat, inoffensive and within the limits of your booth space unless approved by the vendor coordinator. The vendor coordinator has the right to remove any inappropriate signs or materials or reposition any sign that is blocking another space or poses a safety hazard. The vendor coordinators will assist you in advertising your booth to the best of their ability.

Product

Vendors must specify what they intend to sell. The Fair reserves the right to limit the number of vendors providing similar goods or services. Generally, we allow no more than two vendors with the same major product, and they must be physically separated so the average fairgoer doesn't see them both at the same time. Minor product may be replicated but unique product will still be limited. Some product (e.g., soda, water) will not be deconflicted. Exceptions will be granted when space requires them to be near each other (e.g., tractors, cars, trucks).

The vendor coordinators will continually monitor for compliance. Their decision is final.

Inclement Weather Policy

Should weather problems arise, vendors will be contacted by the vendor coordinator regarding procedures for shuttering operations as well as timing involved.

Prohibited Articles and Services

The following articles are not allowed to be sold or displayed: real knives of any kind, poppers, snappers, cap guns, water pistols or cannons, smoke bombs, bomb bags, wrist bands with spikes, Mylar balloons that conduct electricity, fireworks, illegal drugs, drug paraphernalia, and alcoholic beverages. No permanent tattooing or body piercing is allowed to be conducted on the fairgrounds. Signs and products displaying profanity, nudity, sex acts, and similar adult themes should be minimized, and if sold, displayed discretely, out of sight of the average passerby.

Pets (other than legitimate service animals) are generally not permitted on the fairgrounds except in the camping area. Exceptions may be made, but requirements must be coordinated with the vendor coordinators before the start of the Fair.

The vendor coordinators will continually monitor for compliance and may require changes. Their decision is final.

Food Vendors

Food vendors will be required to pass any food establishment inspections conducted by the Maine Department of Human Services or Agriculture at any and all times while on the Union Fair Grounds. Vendors must provide a copy of food vendor licenses to the vendor coordinator prior to set-up. An inspector will visit the Fair and will be provided your contact information and location.

Appropriate fire extinguishers are required wherever flames or combustibles are in use.

Gray Water and Cooking Oil

Gray water and Cooking Oil must be disposed of properly. There are sites provided on the Fairground where gray water containers may be emptied. There are sites provided where cooking oil containers may be emptied. NO gray water or cooking oil may be dumped or released anywhere on the Fairground EXCEPT in the designated locations. Health Officers inspect the fairgrounds during the Fair!

If assistance is required, call or visit the Fair Secretary's Office for assistance. A fee may be charged for someone else to dump your waste.

Passes

Each vendor rental space will receive two weekly fair admission passes per 10 frontage feet. Additional passes may be obtained from the vendor coordinator, or vendors may supply names

and work dates of personnel to the vendor coordinators to be entered into an electronic pass log. Vendors will enter the fairgrounds through the volunteer gate and check in there. Vendors who are not in the electronic pass log or who do not have a valid pass will be required to pay a \$5.00 entry fee.

Additional admission may be coordinated for public-service vendors and vendors who rotate personnel through short shifts.

If using the electronic pass log, it is the responsibility of the vendor to provide a list of names to the vendor coordinator at least the day prior to their attendance to provide enough lead time to update the electronic pass log.

Insurance

Every vendor **MUST** submit a proof of insurance form in the amount of \$1,000,000 for general liability, naming the Union Fair as a named insured, to the vendor coordinator *before* the start of the Fair.

Vendors may obtain coverage from their agents, online at kandkinsurance.com, or through the Fair. Insurance through the Fair must be purchased no later than the day prior to Fair opening. Our insurer will set the fee – not available at this time. For 2023, the fee was \$65 for the first location, with an additional \$33 for each additional location. The Fair cannot offer insurance coverage after the start of the Fair. Not all types of vendors can be insured through the Fair.

Locations

Vendors are encouraged to request specific locations on the fairgrounds, and every attempt will be made to honor those requests. In the event of a conflict for a particular location, the following rules will apply:

1. Priority in the Craft Barn goes to crafters, then commercial vendors of home products, then others. Priority in Blueberry Acres goes to vendors with blueberry themes, then commercial vendors of home products. Availability of space and priority in the Exhibition Hall is determined by the Exhibition Hall manager.
2. Returning vendors who ask for the same location as the previous year get first priority, unless the vendor who occupied the location two years prior had asked for the location last year, made a deposit last year, and had a bonafide emergency that precluded attendance at the Fair last year.
3. Returning vendors who ask for a different location from the previous year will receive priority based upon their “history” with the Fair. This does not apply when a vendor is adding an additional location, for example going from one site to two. In the latter case the vendor will get first priority for the location(s) occupied in the previous year, but the additional location(s) will be treated as a new vendor for this purpose.
4. When two vendors ask for the same location, the vendor with the “best history” with the Fair will get priority.
5. A vendor will not be approved for a new location if it results in direct competition with another vendor.
6. A vendor returning from the previous year who is displaced due to factors outside our control will receive priority over new vendors.

7. No priority will be assigned without a deposit. The earlier date a deposit is mailed receives priority over a later date.
8. The vendor coordinator is the final decision maker for assigning vendor locations based upon these rules.

Payments

All prices reflect cash, money order, or check (or certified check). Credit and debit cards will be accepted, but we request an additional charge to cover time and labor to enter the data.

Deposits

There is a \$100.00 deposit for each space rented (except co-op). Deposits are refundable on a decreasing basis, 25 percent for each 90 days prior to the Fair opening date. Exceptional circumstances may be coordinated with the Vendor Coordinator. If the Fair is cancelled, deposits will be refunded.

Prices for 2024

Sign up a vendor, NEW to Union Fair, and receive \$50 off your vendor fee. Be sure your name appears on their forms so credit is given to the correct person.

Inside locations

Blueberry Acres:	
Inside booth (10' front x 8' depth)	\$25 per frontage foot
Craft Barn:	
Inside booth (10' front x 8' depth)	\$20 per frontage foot
Corners and Center aisle ends (10' front x 8' depth)	\$22.50 per frontage foot
Exhibition Hall #1:	
Large booth	\$200
Small booth	\$100

Outside locations

Blueberry Common (vicinity of entertainment center):	\$25 per frontage foot
Boardwalk:	\$35 per frontage foot
Grandstand walkway ¹ :	\$20 per frontage foot
Main Street:	\$25 per frontage foot
Park Place:	\$35 per frontage foot
Race track fence:	\$15 per frontage foot
Other:	\$15 per frontage foot
Blueberry Common (southeast of Blueberry Acres):	\$250 (50 ft x 50 ft or 2,500 ft ²)

“Co-op” vendors.

If there is sufficient interest, the Fair will operate a “co-op” space within the Craft Barn.

- The Fair will provide indoor space (table, wall, and/or floor) in four-foot increments.
- Vendors attend and sell when they can. The Fair will sell vendor products in the absence of the vendor.

¹ Grandstand walkway cost will be prorated based upon the number of events held at the grandstand or track.

- The Fair will charge a 10 percent fee when a vendor is present and 15 percent otherwise.
- The Fair will charge and handle sales tax payment to the State of Maine.
- The Fair will accept credit cards, cash, and checks.
- The Fair will pay for insurance.
- Vendors pay \$25 per four-foot space to join.
- Space is limited.
- Blueberry themed vendors may be asked to relocate to the Blueberry Acres building.

Part time vendors-

Part time vendors may be available at inside and outside locations, as available, and only with advance permission.

Payment

Balance of fees are due on July 1. Payment is expected prior to the completion of setup. If this is not possible, an agreement must be approved by the vendor coordinator. A penalty may be assessed.

WiFi

WiFi access is available to vendors in the Craft Barn, Blueberry Acres, Blueberry Common, nearby areas, and may be extended elsewhere. WiFi is designed for business use. Other casual use is permitted, with the exception of streaming video (e.g., Skype, movies) and visits to websites that are generally considered inappropriate.

WiFi will be provided to vendors, where available, at no cost for business use only. If usage causes the provider to increase available bandwidth, a charge will be assessed.

Fire Extinguishers

All food vendors are required to have a class BC Fire Extinguisher.

Outside Deliveries

All deliveries made to the fairgrounds can be shipped to 1 Fairgrounds Lane, Union, ME 04862. Vendors are responsible for their own deliveries and must be available to pick them up when they arrive. The Fair is not responsible for deliveries.

Awards

A committee will inspect/preview/judge all vendor booths throughout the week. A prize and certificate will be awarded on the final Saturday for each of the following categories.

- Best Overall Appearance
- Best Blueberry Theme

Camp Sites

For campsite information and availability please visit <https://www.unionfair.org/rv-camping> and download the camping reservation information. A 25 discounted rate will be available to vendors who are paying a standard fee for their vendor space and are with us for the full week. Payment is due upon arrival.

Contact Us

For Vendor Information please contact

Phone: 207-470-7401

Email: vendor@unionfair.org

Additional information is available on our web site, <https://www.unionfair.org/vendors>.