



Westfield Fair Vendor Letter

Dates of Fair: August 20-22, 2021

Dear Vendor,

We are excited to work with you to continue to develop and grow the fair each year to provide a great experience for the public and work with you to provide a great opportunity for the best sales possible!

This year has been a challenge for all and we are going to do our best to offer a fun event for our community.

We will be operating a full event this year and have taken our schedule and events into detailed consideration for 2021. We will have a new plan for our track events along with developing sponsorship for our entertainment lineup hoping to expand the attendance for all!

Below are items we would like to address prior to the fair. We would like the attached contract completed and returned no later than July 19, 2021 if possible. We will request that all fees and proof of insurance are provided by August 1, 2021. All information should be mailed to:

Mo Freniere
209 Pochassic Road
Westfield, MA 01085

Any questions please contact:

Mo Phelon- 413-519-0466 or mofreniere@gmail.com

Jeff Stokowski – 413-568-8383 or jeffnortheast@comcast.net

Thank you and we look forward to a great weekend at the fair!

Sincerely,

The Westfield Fair Board of Directors



Westfield Fair Vendor

Dates of Fair: August 20-22, 2021

Westfield Fair Expectations:

- Contract must be returned and completed by **July 19, 2021, along with full payment of \$100.00.**
- **NO VENDORS WILL BE ACCEPTED WITHOUT FULL PAYMENT PRIOR TO THE EVENT**
- **VENDORS ARE EXPECTED TO BE IN PLACE AND SET UP 10 AM-9 PM**
- Proof of Insurance provided prior to arrival (no later than 8/1/21)
 - \$1,000,000 of commercial liability insurance naming the Westfield Fair Association as an additionally insured will be required for food vendors
 - Should anyone need to be listed as rider on our insurance this must be applied for and paid by 8/1/2021 a fee of \$50
- We would like to state that no one has an exclusive at the Fair. We will try not to duplicate certain main items of sale, but the fair has not and will not grant anyone an exclusive item on the grounds. Pursuant to that you may be asked to stop selling an item that is already being sold on the grounds, particularly if the item was not agreed upon in your contract as a main item of sale.

Contract Details- Please read carefully

- The Fair will be held rain or shine
- Set up must be completed by 3:00 PM Friday afternoon
- Vehicles are allowed to access your set up area between the hours of 10:00PM and 9:00AM **ONLY**
- All vendors are responsible for maintaining the area around their booth. This area must be kept clean and free of debris and obstacles at all times.
- Passes will be given at a rate of 2 passes per day per booth.
- There is no sub-leasing of any part of the space rented.
- Voice, sound or music amplified must be discussed with the Board of Directors and have prior authorization
- *The fair will not be responsible for the loss or damage due to fire, accident, vandalism, theft, natural disasters, or "acts of God" through which equipment or people may suffer.*
- Deposits are non-refundable if cancellations are made within 30 days of the event



Westfield Fair Vendor Contract

Dates of Fair: August 20-22, 2021

Business Name: _____

Business Owner: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Selling or Displaying: PLEASE PROVIDE FULL LIST OF ITEMS AND DESCRIPTION

Front Linear Footage Required: _____ Tent or Trailer Size: _____

Electrical Requirement (GFI REQUIRED) Circle One: 20AMP/ 120 Volt(Regular residential receptacle) 20AMP/ 240 Volt

Please note anything over 30AMP will be charged weekend fee of \$30

Do you have your own insurance or will you need to be listed as Rider? _____

Water hook-up required: YES NO

Terms and Conditions

A certificate of insurance providing \$1,000,000 of commercial liability insurance naming the Westfield Fair as an additional insured will be required by August 1, 2021. Vendors not providing a valid certificate will be charged an additional \$50 Rider Fee provided by the Westfield Fair Association.

NEW 2021

**** ALL VENDORS MUST COMPLETE AND RETURN THIS CONTRACT PRIOR TO**

JULY 19, 2021 TO OBTAIN BOARD OF DIRECTORS APPROVAL **

ALL SPOTS WILL BE ASSIGNED FOR 2021. LIMITED NUMBER AVAILABLE.

This application is for OUTSIDE LOCATIONS ONLY.

Charges and Fees			Total	Donated
Tent	_____ Feet Size of area (Tent)	X	\$100 each (Late Fee \$25 after July 19 th)	
Electrical Fee*	_____ Hook-ups (only if using 40 or 50 AMPS)	X	\$30 per hook-up	
Insurance Rider Fee	_____ Rider(s)	X	\$50 per rider	

Subtotal

Plus any additional
fees _____

Grand Total \$ _____

Payments Received (Fair use only)			
	Amount	Cash/Check #	Date Rec'd
Beginning Balance			
Deposit Rec'd			
Ending Balance			

Please Return Contract and \$50 Deposit to:

Mo Freniere
209 Pochassic Road
Westfield Ma 01085

For Questions Contact:

Mo Phelon: 413-519-0466 Mofreniere@gmail.com

Jeff Stokowski: 413-568-8383 Jeffnortheast@comcast.net

The below signed Fair Board of Directors representative warrants they have the authority to bind this agreement for the fair in its entirety. The below signed Vendor representative warrants that they have the authority to bind this agreement between Vendor and Fair.

Vendor Representative (Please Print)

Board of Director (Please Print)

Vendor Signature

Board of Director Signature

Date

Date