



THE WESTFIELD FAIR
137 Russellville Rd, Westfield MA 01085

Vendor Letter

Dates of Fair: August 16 – 18, 2024

Dear Vendor,

We are so excited to invite you to participate in The 96th Westfield Fair, Friday – Sunday, August 16 – 18, 2024! As we build our 2024 events schedule, we also seek vendors to share their merchandise and services with fairgoers. This is a fantastic opportunity for you to grow your business and make some valuable connections for its continued growth. Our Vendor locations are available throughout the grounds. Indoor spaces are also available.

Westfield Fair vendor applicants are considered to be selling or demonstrating a commercial item or home goods product.

Keep in mind that spaces are limited so register early!

For more information, please contact:

Mo Freniere: Mofreniere@gmail.com or 413-519-0466

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

Below are items we would like to address prior to the fair. The attached contract must be completed and returned no later than July 17, 2024. We will require that all fees and proof of insurance are provided by August 1, 2024.

Please mail all documents to:

Westfield Fair Association, c/o Mo Freniere, 209 Pochassic Rd, Westfield MA 01085

Please make all checks payable to *Westfield Fair Association*

Thank you and we look forward to seeing you at the fair!

Sincerely,

The Westfield Fair Board of Directors



THE WESTFIELD FAIR
137 Russellville Rd, Westfield MA 01085

Vendor Contract Information

Dates of Fair: August 16 – 18, 2024

Be sure to read the information carefully.

Westfield Fair Expectations:

- Contract must be completed and returned by **July 17, 2024, along with full payment of \$100.00.**
- Vendors not submitting payment prior to the event will not be accommodated.
- Vendors are to be in place and open for business during all open-gate hours
- Valid proof of Insurance must be provided prior no later than August 1, 2024.
 - \$1,000,000 of commercial liability insurance naming the Westfield Fair Association as an additionally insured will be required for food vendors.
 - Vendors needing to be listed as a rider on our insurance must apply and pay a fee of \$50 to Westfield Fair Association by August 1, 2024.
- The Fair will try not to duplicate certain main items of sale but 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.



THE WESTFIELD FAIR
137 Russellville Rd, Westfield MA 01085

Vendor Contract

Dates of Fair: August 16 – 18, 2024

Contract/Payment Deadline: July 17, 2024

Business Name: _____

Business Owner: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Selling or Displaying *(Please provide a detailed list of items/descriptions):*

Front Linear Footage Required: _____

Tent or Trailer Size: _____

Electrical Requirement (GFI required) **Check one:**

_____ 20AMP/ 120 Volt (Regular residential receptacle)

_____ 20AMP/ 240 Volt

Please note anything over 20AMP will be charged a 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, 2024. Vendors not providing a valid certificate will be charged an additional \$50 Rider Fee provided by the Westfield Fair Association.



THE WESTFIELD FAIR
 137 Russellville Rd, Westfield MA 01085

Charges and Fees				Total	Donated
Tent	____ Feet Size of area (Tent)	X	\$100 each (Late Fee \$25 after July 17 th)		
Electrical Fee*	____ Hook-ups (*if using over 20AMPS)	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 mail all documents and full payment to:

Westfield Fair Association, c/o Mo Freniere, 209 Pochassic Rd, Westfield MA 01085

Please make all checks payable to *Westfield Fair Association*

For more information, please contact:

Mo Freniere: Mofreniere@gmail.com or 413-519-0466

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

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