



**THE WESTFIELD FAIR**  
**137 Russellville Rd, Westfield MA 01085**

**Vendor Letter**

**Dates of Fair: August 18 – 20, 2023**

Dear Vendor,

We are so excited to invite you to participate in The 95<sup>th</sup> Westfield Fair, Friday – Sunday, August 18 – 20, 2023! As we build our 2023 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, and new for 2023- 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](mailto:Mofreniere@gmail.com) or 413-519-0466**

**Jeff Stokowski: [Jeffnortheast@comcast.net](mailto: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, 2023. We will require that all fees and proof of insurance are provided by August 1, 2023.

**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



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**Vendor Contract Information**

**Dates of Fair: August 18 – 20, 2023**

*Be sure to read the information carefully.*

*Westfield Fair Expectations:*

- Contract must be completed and returned by **July 17, 2023, 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, 2023.
  - \$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, 2023.
- 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.



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**Vendor Contract**

Dates of Fair: August 18 – 20, 2023

*Contract/Payment Deadline: July 17, 2023*

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, 2023. Vendors not providing a valid certificate will be charged an additional \$50 Rider Fee provided by the Westfield Fair Association.**



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| Charges and Fees    |   |   |  | Total | Donated |
|---------------------|---|---|--|-------|---------|
| Tent                | ____ Feet<br>Size of area<br>(Tent)         | X | \$100 each (Late Fee<br>\$25 after July 17 <sup>th</sup> ) |       |         |
| Electrical Fee*     | ____ Hook-ups<br>(*if using over<br>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:**

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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