

Dear Applicant,

Now we are planning the Craft Fair part of the Portland Agricultural Fair 2009 and we are inviting you to be part of it.

Attached you will find an application to lease commercial space at the Portland Agricultural Fair to be held on October 9, 10, and 11, 2009. Should you want to be considered as a lessee for the rental of a space at the Portland Fair, please fill out the required information on the attached application and return it as soon as possible.

All applications will be evaluated and contracts for those applications accepted will be mailed out around August 1st.

**FEES FOR THE RENTAL OF SPACE ARE AS FOLLOWS:**

***Craft Tent Concession*** Free with a \$100 deposit due upon approval - deposit will be returned to you on October 10<sup>th</sup> as long as you attend the event

***Crafts Concession*** \$200.00 for a 10' x 10' space outside for all 3 days of the fair

**Passes** (One Day Craft Fair) - Rental fee includes 1 single day pass.

**Passes** - Rental fee includes 3 single day passes. Up to 4 additional single-day vendor passes may be purchased for \$5.00 per pass.

**Everyone will need a pass or paid ticket to enter the Fair.**

**Insurance Certificates** - will be required for each vendor. If you do not have insurance, it can be purchased under the fair's carrier for \$75 for the weekend.

**Parking Passes** - No vehicles will be allowed to park on the Fairgrounds. Each vendor will receive one parking pass that needs to be presented to have access to the assigned vendor parking lot. No vehicles will be allowed to drive on the grounds 2 hours prior to the fair as well as 1 hour after close of the fair.

**ALL APPLICATIONS**

- ❑ MUST BE LEGIBLE**
- ❑ CLEARLY STATE THE TYPE OF CONCESSION AND**
- ❑ HAVE A PHOTOGRAPH OR FACSIMILE OF YOUR CONCESSION ATTACHED.**

Should you feel that there is not enough room on the application form to explain the set-up or operation of your concession, please provide any additional information you may have. Remember, we do not know as much about your product and concession as you do.

The telephone number you should call is Joyce 860-342-0188. All calls will be directed to the appropriate director.

Sincerely,

Joyce Murphy  
Assistant Coordinator of Revenue