

### Directions -

Portland Agricultural Fair  
Portland Exchange Club Grounds  
Main Street (Rte 17-A)  
Portland

RTE 9  
Exit 16  
Take a right at the top of the hill  
Head over the bridge into Portland  
Continue straight on Main Street (about 3 miles)  
Fairgrounds are on the right.

OR

RTE 2 east  
to Rte 17  
Rte 17 to Rte 17-A  
Follow signs

### WEB-Site - [www.portlandfair.com](http://www.portlandfair.com)

### Set-up Times -

We will be on the fairgrounds the week of October 3. We invite you to start setting up early in the week. The fire marshal will be around inspecting tents on Friday morning. You must have your tent setup before this time and must have your entire stand ready for vending by Friday October 7<sup>th</sup> at 3PM - no later.

Food Vendors - The health inspector will be letting you know when he will be performing his inspections. This will take a while. Patience will be appreciated. All vendors must be present during his inspection.

### Break down -

You may start breaking down your area at 5:00 p.m. October 9, 2011. NO EARLIER All concessions must be removed completely by Monday, October 10, 2011, 6:00 p.m.

### Trash -

You are responsible for maintaining the cleanliness of your booth. We will provide a Dumpster and recycle area. It is your responsibility to make sure your trash ends up in the appropriate container.

### Fair Passes -

Your worker passes can be picked up at set-up time. **Everyone needs a pass or must pay FULL gate admission.** As stated in the initial application letter: Rental fee includes 12 single day passes. Up to 4 additional single-day vendor passes may be purchased for \$5.00 per pass.

### Vendor Parking -

During set up days parking will be in the lot directly behind the fairgrounds. While the fair is open, vendor parking will be in the lot east of the fairgrounds next to the long pole barn. Fair personnel will be there to direct you and signs will be posted. Parking passes will be distributed at set-up time. **Each vendor will receive 2 parking passes.** Space is limited. Without a pass, workers must park in the general lot.

### Fair Hours -

Friday 5:00 PM-11:00 PM / Saturday 9:00 AM-11:00 PM / Sunday 9:00 AM-5:00 PM