

# 2025 RULES AND REGULATIONS FOR THE PORTLAND FAIR

## OFFICIAL FAIR HOURS:

- Friday, **3pm** - 11pm, Saturday, 10am - 10pm, Sunday, 10am - 6pm.

## VENDOR CHECK-IN

- FOOD VENDORS ONLY: Wednesday, Oct. 1 10 AM – 6 PM (placement but no power)
- All other Vendors including food: Thursday, Oct. 2<sup>nd</sup> 9 AM - 6 PM, Friday, Oct 3<sup>rd</sup> 9 AM – 12 PM only
- All concessions must be completely set up by 1 PM Friday.
- All concessions will operate and be staffed during all Fair days/hours as listed above.
- Concessions may not operate prior to 3 PM on Friday.
- The appropriate Superintendent of Vendors or a designated volunteer will direct the placement of all concessions in the leased space. The leased space location will be determined by the Superintendent of Vendors.
- Contact the appropriate Superintendent for approval for your stock trailer to be stored in vendor parking

## ALCOHOL

- No alcoholic beverages may be brought onto, sold, or consumed on the Fairgrounds or parking lots. This excludes the PAF Wine /Beer Tent.

## ARTICLES/SERVICES FOR SALE

- Plastic guns, pop rocks, Confederate items and vape products can NOT be sold.
- Only those products listed on your Vendor Contract may be sold from your concession space.
- Any Vendor that offers for sale or displays any article that is illegal or is considered to be dangerous, vulgar or obscene or not in good taste for a family-oriented fair shall have their lease terminated and shall remove the concession from the Fairgrounds immediately.
- If there are questions about an article falling into the above categories, the vendor Superintendent should be consulted prior to displaying the article.
- The vendor Superintendent shall have the final authority in determining what products for sale are in the best interest of the Fair.
- All items, actions or activities (including, but not limited to, hunting knives, guns, brass knuckles, etc.) that are deemed by the vendor Superintendent to be either a threat to the safety of Fair patrons or offensive to the image of the Fair, cannot be displayed or sold on the Fairgrounds and will be removed from Fair property.
- Ear piercing, tattooing and other similar activities are not allowed.

## DELIVERIES

- Vehicles are allowed on the grounds during pre-Fair hours only. All deliveries within 30 minutes of the Fair opening must be made by hand carry or hand truck.
- Contact Superintendent if golf carts are needed to help restock during fair hours

## ELECTRICITY

- Provisions
  - Each rental space includes one 115-volt 20-amp receptacle. Other requirements MUST be listed on your contract, i.e., 208-volts, higher ampacities or hard wire panel.
  - All cords must be 12-gauge minimum, grounded and approved for use in a wet location and in direct contact with the ground. The cord must be the correct size for the proper load.
  - All hot water heaters must be propane gas operated.
  - All installations must conform to the current National Electrical Code.
  - A PAF approved electrician will inspect your rental location and energize your power. o Priority will be given to food vendors requiring refrigeration. Electricians are available the weekend before the Fair straight through the Fair.

## FOOD SERVICE SANITATION

- Vendors who dispense prepared, cooked or processed foods and beverages (including food product sampling) for consumption by the public are responsible for filing an application for food and beverage dispensing with Chatham Health Department. If you are not sure that your operation requires registration or if you have any questions regarding proper preparation and sanitization procedures, please call or email

Kristi St. Jean

Chatham Health District

[kristi.stjean@chathamhealth.org](mailto:kristi.stjean@chathamhealth.org)

860-365-0884

## ICE

- Ice will be available for purchase during the fair hours. Vendors are encouraged to stock up early in the day.

## FIRE INSPECTION

- ALL inspections must be done by 12 PM (noon) Friday, first day of the fair
- Propane tanks must have a current inspection tag, and the supplier's name and phone number on them.

- All propane tanks must be within the current certification date. Out of date tanks must be removed from the property.
- Any vendors frying or cooking where grease laden vapors are present must have appropriate K class or Ansul hood system.
- All propane tanks must be firmly staked and strapped.
- After you are set up at the fair, be ready prepared for inspections from both the health dept and Fire Marshall. Ready means the booth/concession is cleaned and ready to fire up the grills and start cooking, fire extinguishers in place, the propane tank is set up, etc. The Fire Marshal does not have the manpower to do multiple inspections to get you to pass.
- Any concession using a fire flame or electricity for cooking or other purposes must have an approved 5 lb. dry powder fire extinguisher or equivalent.
- All concessions must use flame-proof decorations.
- All concessions using LP gas appliances must meet all LP requirements and must have one main valve for all tanks outside by the tanks.
- An inspection of all concessions, trailers, tents and/or buildings may be made by the Fire Marshal and will not be allowed to operate until all requirements of the Fire Marshal are complied with.

#### FRONTAGE

- No part of your display may protrude outside the bounds of your Licensed Space.
- No solicitation or roaming is allowed in aisles outside the bounds of your licensed space.
- Do NOT set up signs outside the bounds of your licensed space.
- Refer to OFFICIAL FAIR HOURS listed above.
- Setup of concessions (see Vendor Check-In information). NO concessions/exhibits are allowed to BEGIN set up before this time without prior authorization from the vendor Superintendent.
- Break-down of concessions/exhibits may NOT START UNTIL 6 PM Sunday, October 5<sup>th</sup>
- ALL CONCESSIONS MUST BE OPEN FOR BUSINESS DURING THE OFFICAL HOURS of the FAIR. Hours are listed at the beginning of the Rules and Regulations.
- All Concessions must be removed by 4 PM on Monday following the last day of the fair. The Fairgrounds will be open 9 AM to 4 PM on Monday and for this purpose

#### INSURANCE

- The vendor/renter must provide the PAF with a signed original Certificate of Insurance (ACORD form), lawfully transacted which sets forth the following:
  - List the Portland Agricultural Fair Association as the ADDITIONAL INSURED and CERTIFICATE HOLDER. Fair address: 1401 Main Street (Rt. 17-A) Portland, CT 06480

- Dates: The dates of inception and expiration of the insurance. For individual events, the specific event dates must be listed, along with language that acknowledges all set-up and tear down times.
- Please remember your application is not considered complete without vendor signed Contract, full payment, AND insurance information.

#### PETS

No pets or animals, except handicapped service animals or those used as part of an authorized exhibit shall be allowed on the Fairgrounds.

#### SANITATION

- Each vendor is expected to clean the immediate area around their rental space of debris throughout the Fair. The PAF appreciates your help in keeping our Fair clean and inviting.
- Trash pickup will be curbside throughout the Fair.
- Grey Water will not be dumped directly on the ground. Please ask for directions to the nearest location of a dump station.
- When the Fair is over, please clean up your location.
- If you use frying oil/grease you are responsible for removing it we do not offer grease removal

#### SECURITY

- Safety and security are the most important concerns of our Fair. The Rules and Regulations are for the benefit of everyone.
- Fair Security will available 24x7 Wednesday through Sunday of the Fair.
- Any bodily injury, property damage, thefts or vandalism, shall be reported immediately to any Public Safety officer

#### REGISTRATION NUMBER

- Unless otherwise exempt, all vendors must have a valid tax number from the State of Connecticut Department of Revenue Services. If you have any questions concerning sales tax or wish to obtain a tax number, you may contact the Department of Revenue Services, Collection & Enforcement Division, 25 Sigourney St., Hartford, CT 06106, call 860-297-5962 or visit [www.ct.gov/DRs](http://www.ct.gov/DRs) TENTS

#### TERMS

- The terms "Licensee," "Concessionaire," "Exhibitor" and "Vendor" contained herein shall be one and the same.

## VEHICLES

- All vehicles must be off the fairgrounds two (2) hours before opening at 3 PM on Friday, the Fair start date, and one (1) hour before the Fair opening on Saturday, and Sunday. No one will be allowed to drive on the Fairgrounds after these times.
- Vehicles left on the Fairgrounds after 3 PM on Thursday may be towed at the owner's expense.
- Vehicles are allowed on the grounds after the fair closes, however at the discretion of the Public Safety team.
- No cars, trucks and/or trailers will be allowed to drive onto the Fairgrounds until 6:30 PM Sunday or later, at the discretion of the Portland Agricultural Fair Safety Department.

## TICKETS

- Parking and fair tickets will be issued upon arrival during vendor check-in times.
  - 12 tickets will be issued – additional tickets can be purchased at a discounted price of \$10 per ticket
  - 2 vendor parking passes will be issued, please plan accordingly

## CANCELLATION

Any cancellation of a contract must be made, in writing, to the Treasurer. Refunds will be issued as per the postmark dates listed below:

- On or before 45 days prior to 10/3/2025 no refund
- 45-60 days prior to 10/3/2025 25% refund
- 61-90 days prior to 10/3/2025 50% refund
- 91 days or more prior to 10/3/2025 full refund