



Dear Vendor:

We hope this email finds you and your family healthy. We have some BIG news to share...our fair is moving! We will be up the road in the land adjacent to Chris Cote's Driving Range. This land is higher and dryer and can withstand the rain better than the Exchange Club grounds. We would like to invite you to our 2024 Portland Fair! Attached you will find an application to lease commercial space at the Portland Agricultural Fair to be held on October 4, 5, and 6, 2024. 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 (email or mail) as soon as possible. All applications will be evaluated and contracts for those applications accepted will be emailed. Applications that have not been accepted will receive an email stating why.

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. Once your application is approved you will receive a contract as well as an email that includes important fair details. Remember, we are a smaller fair and try not to duplicate our vendors, especially food, so the sooner you return your application the better!

Sincerely,
Amy Heffernan
Vendor Superintendent
860-685-1393
portlandfairvendors@gmail.com

Please return Application & Photos to:
Amy Heffernan
22 Oakwood Manor
Cromwell, CT 06416



COMMERCIAL VENDOR	FOOD	Application Received BEFORE 8/24/2024: \$55.00 per frontage foot* with 2 feet of frontage added on each side of the concession
		Application Received AFTER 8/24/2024: \$65.00 per frontage foot* with 2 feet of frontage added on each side of the concession
COMERCIAL VENDOR	Non-Food	Application Received BEFORE 8/24/2024: \$20.00 per frontage foot* with 2 feet of frontage added on each side of the concession Note - these spaces are sold in 10' increments only.
		Application Received AFTER 8/24/2024: \$25.00 per frontage foot* with 2 feet of frontage added on each side of the concession Note - these spaces are sold in 10' increments only.
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NON-PROFIT VENDOR	Food with a Trailer	\$25.00 per frontage foot* for all trailers with 2 feet of frontage added on side of the concession
	Food with a Tent	\$20.00 per frontage foot* for all tents with 2 feet of frontage added on side of the concession
NON-PROFIT VENDOR	Non-Food	\$10.00 per frontage foot* with 2 feet of frontage added on side of the concession
		Note - these spaces are sold in 10' increments only.
		<p>*Please include all awning/hitch space in calculations. Measurement will be taken on Friday morning, if space is greater than contracted for, vendor must pay accordingly</p>