

**GUILFORD FAIR**  
**Labor Day Weekend - Sunday & Monday**  
**8:00 AM - 5:00 PM**  
Fairground Road, off Weatherhead Hollow Road, Guilford, VT

**CRAFT VENDOR APPLICATION**

Check payable to: **Guilford Fair Association**  
Mail to: Scott Mathes, 633 Sweet Pond Road, Guilford, VT 05301  
For questions or information call Scott at 802-254-7424

Contact Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_

Describe items for sale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Size of space required – including any tarp, covering or enclosure  
\_\_\_\_\_ Length (side to side) x \_\_\_\_\_ Depth (front to back)

Does the demonstration or exhibit require a vehicle? \_\_\_ yes \_\_\_ no

**FEES:** 10% of Gross Sales. Craft vendors will pay a fee of 10% of their gross sales of their items during the fair. Vendors must provide proof of daily sales:

- \* Cash register receipts
- \* Written sales receipts
- \* Beginning/ending inventory report
- \* Or other approved book keeping method

A deposit of \$40.00 per vendor will be paid to secure booth space. The \$40.00 deposit will be non-refundable but will be applied toward the 10% payment.  
Ex. – if the booth makes \$1000.00 total gross sales, you will owe \$100.00 (10%) - \$40.00 (deposit) = \$60.00 owed to the Fair.  
Note that you will not receive a refund if 10% of your gross sales is less than \$40.00.

**INSURANCE:** All vendors **MUST** provide a **certificate of insurance** in the amount of \$1,000,000 (USD) naming the Guilford Fair Association (with fair dates) as certificate holder or additionally insured. Contact your insurance company for more information. Our details are:

Guilford Fair Association  
David Franklin, President  
Fairground Road  
Guilford, VT 05301

**Certificate should be returned to Scott Mathes before June 30<sup>th</sup>.**  
**Failure to provide certificate will result in cancellation of booth space.**

**FOOD SALES:** If you sell food (for more than a one day event in Vermont) you will need to obtain a **Vermont Fair License**. If you have a license for your business/restaurant or if you have procured a license for another multi-day event in Vermont, you should be covered under that license. It is your responsibility to apply for and procure the license. We have Vermont state applications available.

**SETUP:** Saturday – from 1:00 PM to 7:00 PM \*  
Sunday – from 6:00 AM to 8:00 AM, or after 6:00 PM \*  
Monday – from 6:00 AM to 8:00 AM

During fair days (Sunday & Monday) ALL vehicles not included in the booth or demonstration must be moved to the parking area before 8:00 AM when the gates open. Once the gates open, no vehicles are permitted in the display area.

\*If additional setup time is needed or if the above setup times do not work for you, please contact Scott to make an appointment.

The vendor/contact plus two (2) assistants (total 3) are exempt from paying the fair admission. Vendor passes will be distributed prior to the fair. All others are expected to pay the Guilford Fair admission fee. Additional passes are available at reduced rates. Contact Scott for more information.

I, the undersigned, agree to abide by the bylaws of the Guilford Fair Association and comply with the representation of my demonstration and/or the sale of items listed above. I will leave my assigned area in as good or better condition than when I arrived, with all trash placed in the proper receptacles. I agree to pay the appropriate fee to the Guilford Fair in exchange for having my booth and the opportunity to sell the items listed to the public, at the fair.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Fee Enclosed: \$40.00      Check #: \_\_\_\_\_