

**28<sup>th</sup> Annual Otisville Country Fair**  
**In Memory of Dave & Marilyn Budd**  
**August 25, 26, 27, & 28, 2016**

Thursday & Friday 4-10 pm ~ Saturday 10am-11pm ~ Sunday 9am to 9:30pm  
Fair location: 340 Finchville Turnpike, Otisville, NY 10963

**RULES & REGULATIONS**  
**PLEASE READ CAREFULLY**

**ALL VENDORS**

**Event Set-Up/Tear Down**

- Vendor set up is Thursday & Friday from 9:00am~2:00pm and Saturday & Sunday from 7:00am~10:00am ONLY. All cars must be off fairgrounds Thursday & Friday by 2:00pm and by 10:00am on Saturday & Sunday. NO VEHICLES MAY ENTER FAIRGROUNDS AFTER THESE HOURS FOR ANY REASON. NO EXCEPTIONS. If you need to set up after these hours you must transport your merchandise into the fairgrounds by hand, hand truck, etc. All vehicles should be parked in designated vendor parking area only. Vehicles are not allowed to be parked in vendor booth.
- Vendors are responsible for providing and setting up their own tents, tables, chairs. Lighting, extension cords, power strips and vendor must have either duct tape or mats to cover wires that cross pedestrian walkways. Electricity is provided.
- Vendors are not permitted to park along the fence on Finchville Tkp. Cars parked along the fence will be towed at owner's expense.
- The Otisville Lions Club, Otisville Country Fair, Village of Otisville, Town of Mount Hope, and any property owner connected with the Fair, will NOT be responsible or liable for the damage or loss of any kind to vendors or displays, or injury during the Fair, including set-up and tear down.
- Tear down is at close of Fair on Sunday night. NO VEHICLES MAY ENTER THE FAIRGROUNDS UNTIL THE CLOSE OF FAIR ON SUNDAY EVENING. NO EXCEPTIONS. If you need to tear down before the close of Fair you must transport your merchandise off the fairgrounds by hand, hand truck, etc. This is for the safety of our fair goers.
- All vendors and exhibitors are responsible for removal of their displays and all debris. If debris is left at the site, the vendor or exhibitor will be billed a \$100.00 clean up fee.

## Rules & Regulations

- There is no rain date for this event. No refunds will be issued due to weather.
- Any vendor found to be disruptive, aggressive, or blatantly disrespectful to other vendors, fair goers, event volunteers, committee members or to the event as a whole will be permanently ejected from the event and will result in a revocation of vendor status and forfeiture of participation in future Otisville Country Fair events with no refund
- The Otisville Country Fair will provide publicity for the Fair.
- Alcohol, drugs, and pets (except service animals) are not allowed on fairgrounds. All vendors and exhibitors agree not to engage in any activity that detracts from the atmosphere of the Fair, including bringing pets, the consumption of alcoholic beverages, the display of pornographic materials, drugs, etc. **NO SILLY STRING, POPPERS OR SMOKE BOMBS ARE ALLOWED TO BE SOLD.** No bull horns or loud music are allowed from any food, game, vendor or exhibitors booth. One warning then expulsion are the penalties. All decisions of the Otisville Fair Committee and Lions Club are final.
- The Otisville Fair Committee and Otisville Lions Club reserves the right to approve or reject any application. The Fair Committee's decisions are final in all matters related to the Fair.
- NO VENDOR may use a personal off terrain vehicle, including ATV'S, golf carts, etc., on the fairgrounds from August 25 through August 28, 2016.
- The Fair PA/sound system is reserved only for use by sound staff or Lions members.

## FOOD & GAME VENDORS

### Additional rules and guidelines

- Booth spaces are approximately 20'x20'. Donation is \$275.00 for 4 days. Electricity is provided.
- Food and game vendors must supply a certificate of insurance naming the Otisville Lions Club, Village of Otisville, and Town of Mount Hope as additional insured. **WE WIL NOT ACCEPT APPLICATION UNLESS ALL 3 ARE ON INSURANCE CERTIFICATE.** This insurance certificate must be submitted with your application.
- Food and game vendor's applications, payment, signed zero tolerance letter, and insurance certificate are due on or before August 1, 2016. **NO EXCEPTIONS.** If application packet is not received by due date your booth may be offered to another vendor.

- Board of Health application needs to be sent to Orange County Department of Health, 124 Main Street, Goshen, NY 10924. Please DO NOT send this application to us with your packet.
- Otisville Lions Club/Otisville Fair Committee will make every effort to ensure there is minimal duplication of food/beverage items at the Fair. Although the Otisville Lions Club/Otisville Fair Committee tries to control duplication of food/beverage items due to their contract the ride company may sell certain food/beverage items within their area.
- Food descriptions must be in complete detail and all items to be sold in booth must be listed in description area. New items cannot be added without written consent of the Otisville Lions Club/Otisville Fair Committee. Vendor selling an item not approved will be asked to close their booth for the remainder of the Fair with no refund.
- Food vendors have the right to sell their approved detailed listed items, as long as the food booth operates in consecutive years. If you do not operate your food booth one year, the items you previously sold may be taken by another vendor.
- BEVERAGES: Starting 2016 Food vendors MAY SELL beverages in their booths with the EXCEPT OF SODA, HOT COFFEE, HOT TEA, AND HOT CHOCOLATE. These items are sold exclusively in the OTISVILLE LIONS CLUB BOOTH and may NOT be sold in any other booth without permission from the Otisville Lions Club/Otisville Fair Committee. Beverages sold in glass containers are NOT permitted. Alcoholic beverages are NOT permitted on the fairgrounds at any time.
- If a food vendor would like to sell soda they must get the set-up, soda canisters and sleeves of cups from the OTISVILLE LIONS CLUB BOOTH. Soda must not be sold for under \$2.00 a cup. The Otisville Lions Club will bill you at the end of the fair for the set-up, soda canisters used and sleeves of cups used. Contact Sue Marshall 845-283-0635 for information.
- Otisville Fair Committee makes the decision where food and game vendors will be located during the Fair.
- ONLY four (4) parking passes will be issued to each booth upon receipt of application, payment, signed zero tolerance letter and insurance certificate.

## **VENDOR & EXHIBITORS**

### **Additional rules and guidelines**

- Booth spaces are approximately 20'x20' except for under the tent these spaces are approximately 10'X 15'. Donation is \$125.00 for a corner booth space and

\$100.00 for any other space this includes the spaces under the tent. Electricity is provided.

- Booth spaces will be marked off and numbered by the event volunteers.
- All booth spaces are assigned first come first served basis. There is no guarantee you will receive any of your choices on application.
- Vendors/Exhibitors may not sell or give away food products or beverages this includes water. Food products, soft drinks, beverages, etc. are limited to the food area.
- Vendors/Exhibitors may sell products, give away samples, sell raffles and distribute information concerning services/products from within their booth space. No such activities may occur in aisles or infringe on neighboring booths.
- Only items listed in the Merchandise description area may be sold in your booth you must have written permission from the Otisville Lions Club and the Otisville Fair Committee to sell items not listed on application.
- No vendor is allowed to sublet or let another vendor into their booth to sell merchandise without written permission from the Otisville Lions Club and the Otisville Fair Committee.
- For insurance purposes and the safety of our fair goers all merchandise must be kept neat and orderly within designated space. Items must be displayed on tables and not clutter the walking space within the booth. Vendors may not sell anything outside their booth space.
- ONLY two (2) parking passes will be issued to each booth upon receipt of payment and application.
- PLEASE REMEMBER NO VEHICLES ARE TO BE DRIVEN INTO THE VENDOR AREA DURING THE FAIR AT ANY TIME FOR ANY REASON WITHOUT PERMISSION FROM THE OTISVILLE LIONS CLUB, OTISVILLE FAIR COMMITTEE OR THE POLICE DEPARTMENT. IF YOU NEED TO BREAK DOWN YOUR BOOTH FOR DURING THE FAIR THE BOY SCOUTS WILL BE ABLE TO HELP YOU TRANSPORT YOUR BELONGINGS TO YOUR VEHICLE IN THE VENDOR PARKING AREA. THIS IS FOR THE SAFETY OF ALL OUR FAIR GOERS.

**A COPY OF THESE RULES & REGULATIONS MUST BE KEPT IN YOUR BOOTH DURING THE FAIR**

If you have any questions, please call Jim Jennings 845-386-1315 or Sue Marshall 845-283-0635.

Thank you for supporting the Otisville Lions Club & The Otisville Country Fair

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