



P.O. Box 134 ♦ 207 Boston Street
Topsfield, MA 01983
(978) 887-5000 phone
(978) 887-3016 fax

Community Service / Non-Profit Space Instructions

*The Topsfield Fair is pleased to offer space to community service organizations to help educate and connect with the public.
This is a wonderful opportunity for you to share information about your work with a lot of people in a little time!*

Here are the basics to help you plan and organize your time here at Topsfield Fair.

2017 DATES & HOURS

This year's Fair dates are Friday, September 29, through Monday, October 9, 2016. Hours of operation are September 29th... 1pm - 11pm and September 30th – 10 ... 10am - 11pm. We prefer you to make the most of your day here – stay as long as you can!

ADMISSION & PARKING

The Fair has enclosed 2 complimentary admission passes per day for your volunteers. Additional passes may be purchased at \$8 each. We have also enclosed 1 complimentary parking pass per day for the use of your volunteers. This is valid in any lot. Additional parking is \$10 per vehicle in lot.

CHECK-IN

Prior to setting up your space, and preferably prior to September 25th, you must check-in with Admissions in the Administration Building to obtain your exhibitor packet. Included in this package will be your town permit and booth sign. No table may be set up without your permit & sign, so please allow time to check in with us and get directions to your location!

CHECK-OUT

Prior to leaving on your last day here, please take the time to return your booth number sign to the Admissions Office as it is to be used by the next group coming in.

PERMIT

Your organization will be issued a Town of Topsfield Vendor Permit. The town may elect to waive this fee or if necessary, the Fair will assume the cost of a standard vendor permit. No food or beverage items can be sold or distributed (including water & candy) unless prior approval is granted by the Fair and a food permit has been obtained.

RAFFLES

Any Non-Profit wishing to hold a raffle, must have approval and a permit directly from the Town of Topsfield.

- Topsfield Town Hall
9 West Common Street, Topsfield, MA 01983
(978) 887-1505

Proof of such must be provided prior to start of Fair to Concessions Coordinator at Topsfield Fair. *Please note, this process takes several months to complete, so please plan accordingly.*

SET-UP TIMES

Exhibits must be set-up prior to daily opening time of 10:00am. The Fairgrounds gates open at 8:00AM. All vehicles must be off-grounds by 9:30 am, please plan accordingly.

SPACE

All community service locations are weather dependent. We provide a table and the space. Unfortunately, no easy-up tents or umbrellas are allowed due to potential liability issues. Electricity is not guaranteed unless there "happens" to be available at your location and you have an approved outdoor extension cord.

STORAGE

Unfortunately, we do not have space available to store materials, both during the day, nor overnight.

We are pleased to have the opportunity to work with you here at Topsfield Fair. As our community service/non-profit space is limited, we ask that if your plans change and you cannot use your space, you let us know as soon as you can.

If you have any additional questions or need further information,
please contact John Palmisano at jpalmisano@topsfieldfair.org or (978) 887-5000.