

Strawberry Faire - Vendor Checklists

NEW – Bold

Times To Remember:

FRIDAY

12:00 N **Setup any time after 12 N Friday through Saturday 8 AM**
5:00 PM *Food Vendors only, Fire Marshall Inspection*

SATURDAY

7 - 9:00 AM Check in at Information Booth – for Booth Number Sign (required).

8:00 AM **Close - fair grounds to ALL vehicles**

7 – 9:00 AM *Food Vendors only, Health Department Inspection*

10AM – 5PM Open - Ashland Strawberry Faire.

10-11:00 AM Judging - Craft Booth & Strawberry Food Judging

5-7:00 PM Open – fair grounds to vehicles w/ACCESS PASS only.

ACCESS PASS required for all vehicles on campus will be e-mailed w/ confirmation exceptions per Ashland Police ONLY.

Checklist of Things to Bring:

- POST SIGN w/organization name and number-emergency services required.
- POST produce and prices lists, and mark prices on all wears required.
- **POST “Access Pass” in vehicle window Fri 12N - Sat 8AM, Sat 5 PM to 7 PM.**
- Tent, tables, and chairs; recommended for heat and precipitation.
- Cash box with plenty of change, receipts, and/or business cards as needed.
- Inventory to accommodate a large crowd (estimates 10-30,000).
- Food groups - Trash Cans and Bags, Extension Cords; as needed.
- ❖ *The Ashland Strawberry Faire is held Rain or Shine, please plan accordingly to prepare the elements!*
- ❖ *Each booth is 10 X 10 or 20 ft. Most all of the booths are accessible from the back side, too! You may want to serve customers from both sides. Each space will be clearly marked with its booth number.*
- ❖ *A policeman will be on duty the night before the Faire. However, be aware that if you set up any aspect of your booth (ie. Tent, poles, signs, etc.) on Friday that the Ashland Strawberry Faire does not assume responsibility for your possessions and be a tuned to possible weather conditions.*

Checklist of Responsibilities:

- Total clean up—all trash/recycling must be place in the dumpsters;
- Total removal—of all trays, containers, grease, roofing tarps, pallets, etc. from the college property at the end of the Faire. *Note: If you or your workers are not responsible for your space clean up, you will be assessed a \$250 fine.*

Please remember we are guests of the campus of the Randolph-Macon College.

Thank you

Ashland Strawberry Faire Committee

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