



VENDOR CHECK LIST

TIMES – Times To Remember:

FRIDAY

12:00 PM – SETUP any time Friday after 12pm through Saturday 8 AM

5:00 PM – Food Vendors, Fire Marshall Inspection

SATURDAY

6-8:00 AM – CHECK IN, pick up BOOTH NUMBER (required).

7–9:00 AM – Food Vendors only, Health Department Inspection, no sales allowed until after inspection approved.

8:00 AM – Faire grounds closed to ALL vehicles, unofficial sales begin at this time – locals really do come that early.

10:00 AM – 5 PM – ASHLAND STRAWBERRY FAIRE is OPEN

10:00 – 11:00 AM – Judging – Strawberry Food Judging, fill out a form to enter Food Judging

10:00 – 11:00 AM – Judging – Craft Booth Judging

5-7:00 PM – Roads will be OPEN for vendor vehicles

CHECKLIST – Things to Bring:

- Booth Number w/organization name and number, required for emergency services.
- Products, Price Lists, and Prices Marked on all wears s required.
- 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 bring Trash Cans and Bags, Extension Cords; as needed.

CHECKLIST – Responsibilities:

Please remember we are guests of Randolph-Macon College.

- 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.
- The Ashland Strawberry Faire is held Rain or Shine, please plan accordingly to prepare the elements!
- Each booth is 10? X 10? or 20?, please set up within the clearly marked booth numbers.
- Most all of the booths are accessible from the back side, too! You may want to serve customers from both sides.
- 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.