



VENDOR CHECK LIST

SETUP Booths any time Friday after 12:00pm through Saturday 8:00am.

FRIDAY

12:00pm-9:00pm CHECK IN at **Vendor Check In** (corner of Henry & Patrick Streets). Avoid lines! Check in Friday to pick up BOOTH & CAR TAGS--this serves as "quick entry" on Faire Day.

SATURDAY

5:00am-8:00am CHECK IN at **Vendor Check In**. Pick up BOOTH & CAR TAGS (required for emerg. services).

7:00am-9:00am Food Vendors: Health Dept/Fire Marshal Inspection. No sales allowed until approved.

8:00am Faire grounds closed to vehicles. Unofficial sales begin at this time--locals come early.

10:00am-5:00pm FAIRE OPEN

10:00am-11:00am Strawberry Food Judging and Arts & Crafts Booth Judging

5:00pm-7:00pm Roads OPEN for vendor vehicles

Things to Bring:

- ✓ Products, price lists, and prices marked on merchandise (NOTE: Every item does not need a price. For example, "jewelry in this tray"- \$5.00).
- ✓ Tent (recommended for heat/precipitation), tables and chairs. Anchor tents with buckets of sand, cement or cement blocks.
- ✓ Most booths are accessible from back side. Set up within clearly marked booth numbers.
- ✓ Cash box, receipts, and/or business cards.
- ✓ Inventory to accommodate a large crowd (estimates 10-40,000).
- ✓ Food Groups: bring trashcans, bags, and extension cords.

Required to Post at Booth:

- ✓ Official BOOTH TAG with organization name and number(s)
- ✓ Food Vendors: Certificate/License/Permit from Health Dept and/or Dept of Agriculture; Menu and Food Prices

Responsibilities - We are guests of Randolph-Macon College:

- Total clean up—trash/recycling placed in dumpsters.
- Total removal of trays, containers, grease, roofing tarps, pallets, etc. at end of Faire. Note: If you or your workers do not clean up your space, you will be assessed a \$250 fine.
- The Faire is held rain or shine--plan accordingly to prepare for the elements!
- A security officer will be on duty Friday night. If you set up any aspect of your booth (i.e., tents, poles, signs, and/or merchandise) on Friday, the Ashland Strawberry Faire does not assume responsibility for your possessions.



Strawberry Food Judging Contest – Registration Form

Turn in this completed form to **Vendor Check In** 10-11am – Food Judging; 12pm – Prizes Delivered (photo op)

Booth # _____ Organization and/or Non-Profit _____

Strawberry Food Item _____

Name of person receiving certificate/check _____

Names of people in photograph (with permission to photo) _____