



ASHLAND Strawberry Faire

2018 VENDOR CHECKLIST

CHECK-IN REQUIRED - SETUP ONLY - Friday after 12:00 pm through Saturday 8:00 am.

FRIDAY—

12:00pm–8:00pm

VENDOR CHECK-IN: Corner of Henry & Patrick Streets

Pick up BOOTH TAG to post & CAR TAGS for “quick entry” on Faire Day.

Electricity - available for Food Vendors who have signed and paid for service, bring cords.

SATURDAY

5:00am–8:00am

Pick up BOOTH TAG to post & CAR TAGS for entry; **Required** by Emergency Services.

7:00am–9:00am

INSPECTION all Food Vendors: Health Dept & Fire Marshal. **NO sales** until approved, per ASF

8:00am

ROADS CLOSED – ALL ASF Faire grounds closed to ALL vehicles.

10:00am–5:00pm

ASHLAND STRAWBERRY FAIRE OPEN!

10:00am–11:00am

JUDGING - “Strawberry Food Judging” and “Arts & Crafts Booth Judging”

5:00pm–7:00pm

OPEN ROADS - for vendor vehicles

Things to Bring:

- **NEW** – All vendors: Hanover Fire Department recommends bringing a home fire-extinguisher.
- Food Vendors: SIGN WITH ALL PRICES, trashcans, bags, extension cords, and specifically required fire-extinguisher.
- Products & prices marked on merchandise (NOTE: Every item does not need a price—i.e., “jewelry in this tray”- \$5.00).
- Tent (for heat/precipitation), tables and chairs. Anchor tents with buckets of sand, cement or cement blocks.
- Cash box, receipts, and/or business cards
- Inventory to accommodate a large crowd (estimates 10-40,000)

Required to Post at Booth:

- All Vendors POST-Official ASF BOOTH TAG with organization name and number(s), please setup in designated marked space.
- Food Vendors: POST-Certificate/License/Permit from Health Dept and/or Dept of Agriculture; Menu and Food Prices

Responsibilities - We are all 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
- If you 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!
- Friday night the Town of Ashland police and R-MC security do roam the grounds, but if you set up any aspect of your booth (i.e., tents, poles, signs, and/or merchandise) the Town, College, and Ashland Strawberry Faire, Inc do not assume responsibility for damage or theft of your possessions.

Strawberry Food Judging Contest – Registration Form



*Please turn in this completed form to Vendor Check-In or Information Booth before 10:00 am Saturday! ASF official food judges will come to your booth between 10 and 11:00 am. Please provide one sample only for them to share. Photo opportunity and **Prizes for 1st- \$75, 2nd-\$50, and 3rd-\$25** will be given as soon as judging is complete.*

Booth # _____ Organization and/or Non-Profit _____

Strawberry Food Item _____

Name of person receiving certificate/check _____

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