



# HARVEST HOME FAIR 2023

THEME: TBD

RE: Harvest Home Fair Vendor Instructions

Dear Exhibitors/Vendors,

Friday	5 pm – 11:00 pm
Saturday	12 pm – 11:00 pm
Sunday	12 pm – 8:00 pm



Thank you for participating in the 2023 Harvest Home Fair. You make the Fair more enjoyable for our guests, and you are part of the fundraising that supports local charities while at the same time promoting your business. You are part of the community fabric and we thank you.

This letter should answer most of your FAQ's regarding set-up and tear down of your booth space.

**Please read these instructions prior to the Fair** and email clarification questions to Stefanie Hawk at [HarvestHomeFair.Booths@gmail.com](mailto:HarvestHomeFair.Booths@gmail.com) or call 513-258-3652 if it is the day of set-up.

## BOOTH LOCATION

You will be given your booth location when you arrive at the Park on Friday if you haven't already received the information via email. Set up begins at 8:00am each morning. **Go to the Fair Administration Trailer (see map) to pick-up your packet on Friday prior to 5 pm.** Come in the main North Bend Road gate; you will see the trailer to the right as the path ends at the blacktop pavement. The barn will be directly in front of you as you walk in the park. Your packet includes a map with your booth location, gate tickets and vendor parking permits.

## SET-UP INFORMATION

**Booth set-up begins Friday morning, September 8th at 9:00 a.m.** I will be there most of the day on Friday and if you need something call 513-258-3652. Remember, it will be noisy with all the festivities. I may not hear my cell phone ring but I will make a point of watching for missed calls. Make sure to leave me a message or send a text if I do not pick-up initially. Your call will be returned. ***You are required to have your booth set-up prior to the start of the Fair as our guests pay an admission fee and are entitled to the full experience.***

**Three-day booth rentals must be set-up and ready to go by 5:00 p.m. Friday, September 9<sup>th</sup> prior to the actual start of the Fair.** Three-day booth rentals may, at their discretion, choose to operate their booth on Thursday night, as the Fair will be open after the Harvest Home Parade, 6:00pm – 10:00pm.

Each full weekend booth rental is entitled to free passes for people that staff your booth (as specified in the contract). Please understand they are not for your friends, friend's friends or family members who are not working your booth. You may purchase additional tickets for your workers for \$3 each (a \$2 savings over regular gate price). Keep in mind, in addition to being a community gathering event, a goal of the Fair is to earn money that goes back to the community in the form of grants/donations.

**Saturday and Sunday vendors must be set-up on those mornings before the Fair opens at 12 noon.**

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## **PARKING**

Vendors may park vehicles with booth supplies in the parking lot and fairgrounds (if it can be reached without damage to the park) while setting up. All vehicles must be removed from the fairgrounds 30 minutes prior to the fair opening each day. **You must park in the designated vendor parking lot during the hours the Fair is open.** One Vendor parking pass will be included in your packet along with your booth assignment and gate tickets. We understand parking is always a source of frustration, but **no vendor will be given multiple parking passes.**

## **FOOD BOOTHS/TRAILERS**

**All vendors selling food must comply with inspection and sanitation regulations set forth by the Hamilton County Health Department as well as any other regulatory permits and appropriate levels of insurance.** This includes having all food handlers wearing gloves and a hat to keep hair out of food. **In the past we had complaints about a few booths not complying; we will be watching this closely for everyone's sake.** This is one of those non-negotiables.

## **BOOTH TEAR-DOWN**

**Because we want to offer the full Fair experience to our guests, we ask that you staff your booths during the entire time for which you paid your rental fee.** Booth tear down starts at 11:00 pm on Friday and Saturday nights (assuming individual day rentals) and 8:00 pm Sunday night. While we do have security in the park Friday and Saturday night, we **DO NOT** have security Sunday night. **We cannot be responsible for things left in the park after the close of the Fair on Sunday night.** Commercial Booth vendors are allowed to close their booths at 9:00 pm on Friday and Saturday nights. This is not recommended for vendors that have a lot of merchandise due to the risk of theft. No vehicles are allowed on site during the Fair operation.

Again, thank you for being a part of our *"BIGGEST LITTLE FAIR IN OHIO!"* We are looking forward to a fun-filled and profitable weekend for all.

With much gratitude,

*Stefanie & Gail*

Stefanie Hawk, Commercial Booth Co-Chair

Gail Goedde-Chin, Commercial Booth Co-Chair

Bobbi Blum, Fair Secretary

Donnie Becker, Fair Chair