

Poland Community Fair Vendor Form

In order to take part in the Poland Community Fair you must complete this form and send it to: Poland Recreation Department, 1231 Maine St., Poland, ME 04274
The information provided will help us to coordinate activities!

Name of organization/business: _____

Contact: _____

Address: _____

Phone #: _____ (Cell) _____

Are you a for profit business? (Please circle) Yes or No

*We ask that any for profit business (in lieu of purchasing a table, we ask that you donate at least 20% of your proceeds to a local charity)

Tables:

Do you need (one) of our tables? (Please circle) Yes or No

* If you need more than (one) table you must provide your own additional tables.

* We will provide 2 chairs per table.

Do you need power? (Please circle) Yes or No

*We will supply tables with power cords as long as you have requested power!

If you need power please supply: 1.) Name of object plugging in: _____

2.) How many amps of power needed _____

Activity:

Type of activity: _____

Size space you need? _____

Specific food items selling: _____

What type of fundraiser are you doing? _____

Other Info? _____

Poland Community Fair

General guidelines:

The Poland Community Fair takes a great coordinated effort between everyone involved! Please adhere to the following guidelines when committing yourself or your group to this event! Please understand that this event is put together by many volunteer hands and that respectful, constructive feedback is helpful, so we can continue to improve the quality of this event!

- Set-up** should take place between 7am-8am.
- Vendors must be completely set-up by **8:00am**
- We will supply **one** table per group, please understand that you are responsible to bring additional tables for your set-up!
- Each group is responsible to clean up their own area and any debris that may be caused from your activity!
- All vehicles will need to be moved out of vendor area by 8:00am and road will be blocked off in front of the school.
- If your group is involved in the parade and setting up a booth, please set-up your booth first and bring extra hands to manage the booth and parade.
- Each group is responsible for your own supplies, including your own cash box, change, activity details, signage, etc...
- Community Fair will supply power cords, one table and 2 chairs per group.
- Restrooms are available in lobby of PRHS, to the right of front doors.
- No smoking or drinking on school property!
- If you manage a for profit business and you need ideas on donating funds to a non-profit, please give us a call @ **998-4650**.
- No food or drink allowed in the gymnasiums or auditorium.
- If the weather conditions are poor, we will hold the event indoors. Please understand that the nature of some activities may limit what can take place indoors, either having to modify or cancel your activity.

Please contact us @ 998-4650 with any further questions!

Scott Segal
Poland Recreation Director