

## Welcome to Windsor Fair!

This exhibitor's guide book will serve as an introduction for concessionaires and exhibitors to the Fair.



### Windsor Fair Concessions:

Areas are divided into three locations:

The area located around the Mid-Way (operated by Rockwell Enterprises) is managed by Tim & Martha Chase and their office is located outside the Exhibition Hall Building. The Commercial Area and Commercial Building in the northeast area of the grounds is managed by Dan & Kandra Foster. Their office is located in the trailer adjacent to the administration building across from the Mall. The Windsor Fair Mall is also managed by Dan & Kandra Foster.

### Insurance:

As a vendor at Windsor Fair you are required to provide the Fair with a Certificate of Liability Insurance (\$1 mill/\$2 mill) **before** setting up. This certificate should be sent to the appropriate manager. As an alternative, a rider on the Fair's insurance can also be purchased for \$100.

### Setup:

Nothing should be setup on the Fairgrounds without specific directions from the appropriate area manager. Awnings or signs shall not be placed on or cannot overhang the paved roadways.

### Passes/Lists:

Lists of your volunteer workers are to be provided to the appropriate manager. Those volunteer workers will be assigned a gate. Volunteer workers must go to their assigned gate in order to gain access to the fair. Any changes to your listed volunteer workers must be made through the appropriate manager and **NOT** with the gate personnel.

### Opening/Closing:

All concessions should remain open from 10:00am to Midway closing unless otherwise arranged with the appropriate area manager. Final closing time on

Labor Day will vary by area to allow safe and orderly departures by concessionaires.

### Midway area:

No motorized vehicles are allowed on the fairgrounds after **10:00am**. All deliveries by suppliers or personal vehicles should be complete by that time.

### Food Vendors:

Should have proper State license before opening. Only 20 oz. Pepsi products (including Aquafina water) are allowed to be sold on the Fairgrounds.

### Power:

Various 120/240V, 20-60A services are available. Electrical Panels are not to be entered or tampered with. Please contact your manager or the Maintenance dept. if you run into any problems. 120V, 20A power will be available for **authorized** early set-ups. Full power will be provided on Saturday, the day before the Fair opens.

### Rent:

Final rent payment are due at specified times during the fair – please check with department head.

### Parking:

There is no inside parking on the Fairgrounds. People needing to provide stock/items to their concession must have a Windsor Fair car pass available from the appropriate area manager. Your service vehicle must be in and **off the grounds by 10:00am sharp**. Free parking is available across SR32 and in the lot adjacent to the camping area north of the Fairgrounds.

### Trash:

Trash barrels are provided by the Fair. If the bags become full we ask you to empty those barrels located near your concession and place the tied up bags next to the barrel. Stack your cardboard outside near the trash cylinders **only at night after closing**. **Trash bags** for the area around mid-way can be obtained at the Concessions Office.

### Grease:

Dumpsters are located on the inside of the white fence behind the grand stands. **Please empty your containers into the dumpster and close the cover, DO NOT just leave them.**

### Gray Water:

Should be disposed of in the gray water tank located between the race betting booth and the bathrooms located across from Kiddie Land. Arrangements for disposal can also be made with the Camping Office. **No Grease Please.**

### Recycling/Returnables:

There is no bottle picking allowed at the Fair. The Scouts are responsible for the returnables collection and containers are provided by that organization.

### Safety/Security:

The Security Office, Fire Department and First Aid are located beyond the west end of the pulling grandstand and across from the memorial park. They can also be reached on radios by Fair officials.

### Pets:

**Are not allowed on the fair grounds.** Properly trained and identified service animals are welcome.

### Public Telephones:

Located at the entrance to the Windsor Fair Mall and entrance to the Main Office at Gate 1.

### ATM:

Located next to the Rockwell Amusement office trailer on the midway, behind Beano hall by the race booth, by the information booth & in front of the Mall building.

### Package Delivery Services:

UPS will make deliveries usually between 1:30pm & 2:00pm daily. The address for these deliveries is Your Name/Business c/o Windsor Fair, 82 Ridge Road, Windsor, ME 04363.

### Showers:

Located in the rest rooms across from the Windsor Fair Mall. There is a charge.

**Camping:**

Reservations should be made with Dennis 441-6460 or Sue Strout 441-6461 or during the fair at the

## Mall Hours

Sunday (Opening Day)  
10:00am – 9:00pm

Monday – Wednesday  
10:00am 8:00pm

Thursday – Sunday  
10:00am – 9:00pm

Monday (Labor Day)  
10:00am – 6:00pm

Camping Office in the north camping area of the fairgrounds. **Camping is not allowed in the parking areas.**

## Commercial Building Hours

Sunday (Opening Day)  
10:00am – 10:00pm

Monday – Wednesday  
10:00am 9:00pm

Thursday – Sunday  
10:00am – 10:00pm

Monday (Labor Day)  
10:00am – 6:00pm

## Outside Commercial Vendor Hours

Sunday (Opening Day)  
10:00am – 8:00pm

Monday – Wednesday  
10:00am 8:00pm

Thursday – Sunday  
10:00am – 8:00pm

Monday (Labor Day)  
10:00am – 6:00pm