

**The Country Fair, Otisville, NY**  
**Sponsored by the Otisville Lions Club & Cornell Cooperative Extension Orange County**  
**July 25, 26, 27, & 28, 2024**

Thursday & Friday 5pm to 10pm ~ Saturday 9am to 10pm ~ Sunday 9am to 9pm  
Fair location: Education Center & 4H Park, 300 Finchville Turnpike, Otisville, NY 10963

**RULES & REGULATIONS**  
**“PLEASE READ CAREFULLY”**

**CRAFT & EXHIBITOR VENDORS**

~All vendors are required to carry insurance to participate in The Country Fair. If you do not carry your own insurance, you can contact ACT Insurance (<https://www.actinsurance.com/>) who can provide you coverage at a minimal cost. ~

1. **Application, payment, signed waiver of release, and insurance certificate (application packet)** must be received no later than July 14, 2024. NO EXCEPTIONS. DO NOT SEND APPLICATION PACKET UNLESS YOU HAVE ALL THE REQUIRED PAPERS. INCOMPLETE APPLICATIONS WILL BE RETURNED WHICH MAY CAUSE YOU TO LOSE YOUR BOOTH SPACE.
  - Vendors must have the following insurance certificate requirements: Comprehensive General Liability with limits not less than \$1,000,000/occurrence, \$1,000,000/personal & adv injury and \$2,000,000/policy aggregate. Certificate holder: The Country Fair, P.O. Box 24, Otisville, NY 10963. Please be sure your agent checks the appropriate box on the ACORD certificate to indicate Additional Insured applies. Additional Insured: Otisville Lions Club, P.O. Box 24, Otisville, NY 10963, and Cornell Cooperative Extension Orange County, 300 Finchville Turnpike, Otisville, NY 10963.
  - Commercial Automobile Liability coverage with limits not less than \$1,000,000/occurrence combined single limit for Business, \$300,000 for Individual. (Hired & Non-Owned Auto Liability will suffice if applicable).
  - Vendors will receive two (2) parking passes with their confirmation letter upon receipt of the completed application packet.
  
2. All vendor applications are subject to the Lions/Fair Committee approval. The Committee has the authority to approve or reject any application. Vendors displaying and/or selling merchandise not approved by the Lions/Fair Committee are subject to expulsion from the fair with no refund.
  - Merchandise description must be in complete detail. Only items listed in the merchandise description area may be sold in your booth. You must have the Lions/Fair Committees written approval to sell items not listed on application.
  - Vendor map is subject to change as we move forward in lining the field for 2024.
  - All spaces are approximately 20' x 20' outdoors either on the grass or packed dirt. Electricity is NOT included. We suggest solar lights or battery-operated lights for inside your booth space. Small quiet generators are permitted.
  - Vendor booth spaces will be numbered and marked off by fair volunteers.
  - Vendor booth spaces are assigned on a first come first served basis.
  - Vendors may sell products, give away samples, sell raffles and distribute information concerning services/products from within their booth space. No such activities may occur in aisles or infringe on neighboring booths.
  - Vendors may NOT sell or give away food products or beverages, this includes water. Food products, soft drinks, beverages, water, etc. are limited to food area.
  - No vendor can sublet or let another vendor into their booth to sell merchandise without written permission from the Lions/Fair Committee.
  - All vendor booths must be manned by persons 18 years or older. Children must always be supervised.
  
3. Vendor set up Thursday & Friday from 8am to 2pm and Saturday & Sunday from 8am to 10am ONLY. All vehicles must be off the fairgrounds by 2pm Thursday & Friday and 10am Saturday & Sunday. NO VEHICLES MAY ENTER FAIRGROUNDS AFTER THESE HOURS. NO EXCEPTION! If you need to set up after these hours you may transport your merchandise into the fairgrounds by hand, hand truck, etc. All vendors must park in the vendor parking area. You cannot leave your car in your booth space.
  
4. Vendors must set up their own booth space area. Lighting, tables, chairs, tents, display materials, etc. are the vendors' responsibility.

5. All merchandise and displays must remain within allotted booth space.
6. No displays or merchandise will be allowed in walkways or aisles.
7. Vendors are responsible for keeping their booth space neat, clean, and hazard free.
8. All vendor tents must safely be staked and weighted.
9. A copy of the Rules & Regulations must always be in your booth.
10. Vendors may NOT sell SILLY STRING, POPPERS, OR SMOKE BOMBS.
11. No bull horns or loud music allowed in vendor booth spaces.
12. Tear down is 9:30pm on Sunday. NO VEHICLES MAY ENTER FAIRGROUNDS UNTIL AFTER 9:30PM. NO EXCEPTIONS! If you need to tear down before 9:30pm you must transport your merchandise by hand, hand truck, etc. THIS IS FOR THE SAFETY OF OUR FAIR GOERS
13. Vendors are responsible for the removal of all displays and debris. If debris is left behind vendor will be charged a cleanup fee of \$200.00.
14. Any vendor found to be disruptive, aggressive, or blatantly disrespectful to other vendors, fair goers, volunteers, committee members, or to the fair will be permanently ejected from the fair. Ejection will result in a revocation of vendor status and forfeiture of participation in future fairs. No refund will be issued.
15. All vendors agree NOT to engage in any activity that takes away from the atmosphere of this family-oriented event, including the consumption of alcohol beverages, drug use, the display of pornographic materials, sale of pornographic materials or items, sale of items with profane language on them, and so forth. Any vendor engaging in any inappropriate sale of such items will be permanently ejected from the fair. Ejection will result in a revocation of vendor status and forfeiture of participation in future fairs. No refund will be issued.
16. NO PETS PERMITTED ON FAIRGROUNDS EXCEPT DOCUMENTED SERVICE ANIMALS.
17. Fair held rain or shine. No refunds will be issued due to weather.
18. All vendors (sellers) are responsible for their own NY Sales Tax number and collecting required sales tax from buyers.
19. No personal ATV's, golf carts, etc. are permitted on fairgrounds at any time.
20. The Country Fair, Otisville Lions Club, Cornell Cooperative Extension Orange County, and any other property owner connected with the fair, will NOT be responsible or liable for the damage or loss of any kind to vendors or displays, or injury during the fair, including set up and tear down.
21. To the fullest extent allowed by law, vendor hereby waives all rights of recovery in favor of the Additional Insureds and the Indemnitees.
22. The vendor shall bear the risk of loss with respect to any owned, leased, rented, or borrowed vehicles, equipment, tools, or personal property. The vendor shall bear the risk of loss with respect to any of its expenses or loss of income.
23. Force Majeure defined as an event or circumstance which is beyond the control and without the fault or negligence of the parties affected. Neither party is responsible or liable for any unforeseeable and unavoidable catastrophes that interrupt the expected course of events and prevent participants from fulfilling obligations. Both natural disasters and catastrophes created by humans are included.

If you have any questions about Rules & Regulations or vendor information, please contact Sue Marshall (845) 283-0635 or smarshall2330@yahoo.com.