



Dear Vendor:

We hope this email finds you and your family healthy. After the successful 2024 Fair at our new grounds, we are excited to announce our 2025 Fair will be held on October 3, 4, and 5. Our grounds committee is working hard to improve our layout and have added an additional vendor row of 12 x 12-foot spaces and added additional water access at both ends of our vendor rows. We have also extended our Friday hours and will open at 3:00 PM. Attached you will find an application to lease commercial space at the Portland Agricultural Fair Should you want to be considered as a lessee for the rental of a space at the Portland Fair, please fill out the required information on the attached application and return it (email or mail) as soon as possible. All applications will be evaluated and contracts for those applications accepted will be emailed. Applications that have not been accepted will receive an email stating why.

#### ALL APPLICATIONS

- MUST BE LEGIBLE
- CLEARLY STATE THE TYPE OF CONCESSION AND
- HAVE A PHOTOGRAPH OF YOUR CONCESSION ATTACHED.

Should you feel that there is not enough room on the application form to explain the set-up or operation of your concession, please provide any additional information you may have. Remember, we do not know as much about your product and concession as you do. Once your application is approved you will receive a contract as well as an email that includes important fair details. Remember, we are a smaller fair and try not to duplicate our vendors, especially food, so the sooner you return your application the better!

Sincerely,  
Amy Heffernan  
Vendor Superintendent  
860-685-1393  
[portlandfairvendors@gmail.com](mailto:portlandfairvendors@gmail.com)

Please return Application & Photos to:  
Amy Heffernan  
22 Oakwood Manor  
Cromwell, CT 06416



<b>COMMERCIAL VENDOR</b>	<b>Food</b>	<b>Application Received BEFORE 8/24/2025:</b> \$55.00 per frontage foot* with 2 feet of frontage added on each side of the concession
		<b>Application Received AFTER 8/24/2025:</b> \$65.00 per frontage foot* with 2 feet of frontage added on each side of the concession
<b>COMERCIAL VENDOR</b>	<b>Non-Food</b>	<b>Application Received BEFORE 8/24/2025:</b> \$20.00 per frontage foot* with 2 feet of frontage added on each side of the concession
		<b>Application Received AFTER 8/24/2025:</b> \$25.00 per frontage foot* with 2 feet of frontage added on each side of the concession
<b>NON-PROFIT VENDOR</b>	<b>Food with a Trailer</b>	\$30.00 per frontage foot* for all trailers with 2 feet of frontage added on the side of the concession
	<b>Food with a Tent</b>	\$25.00 per frontage foot* for all tents with 2 feet of frontage added on side of the concession
<b>NON-PROFIT VENDOR</b>	<b>Non-Food</b>	Email <a href="mailto:portlandfairvendors@gmail.com">portlandfairvendors@gmail.com</a> for information
		*Note - these spaces are sold in 10' increments only.
		*Please include all awning/hitch space in calculations. Measurement will be taken on Friday morning, if space is greater than contracted for, vendor must pay accordingly