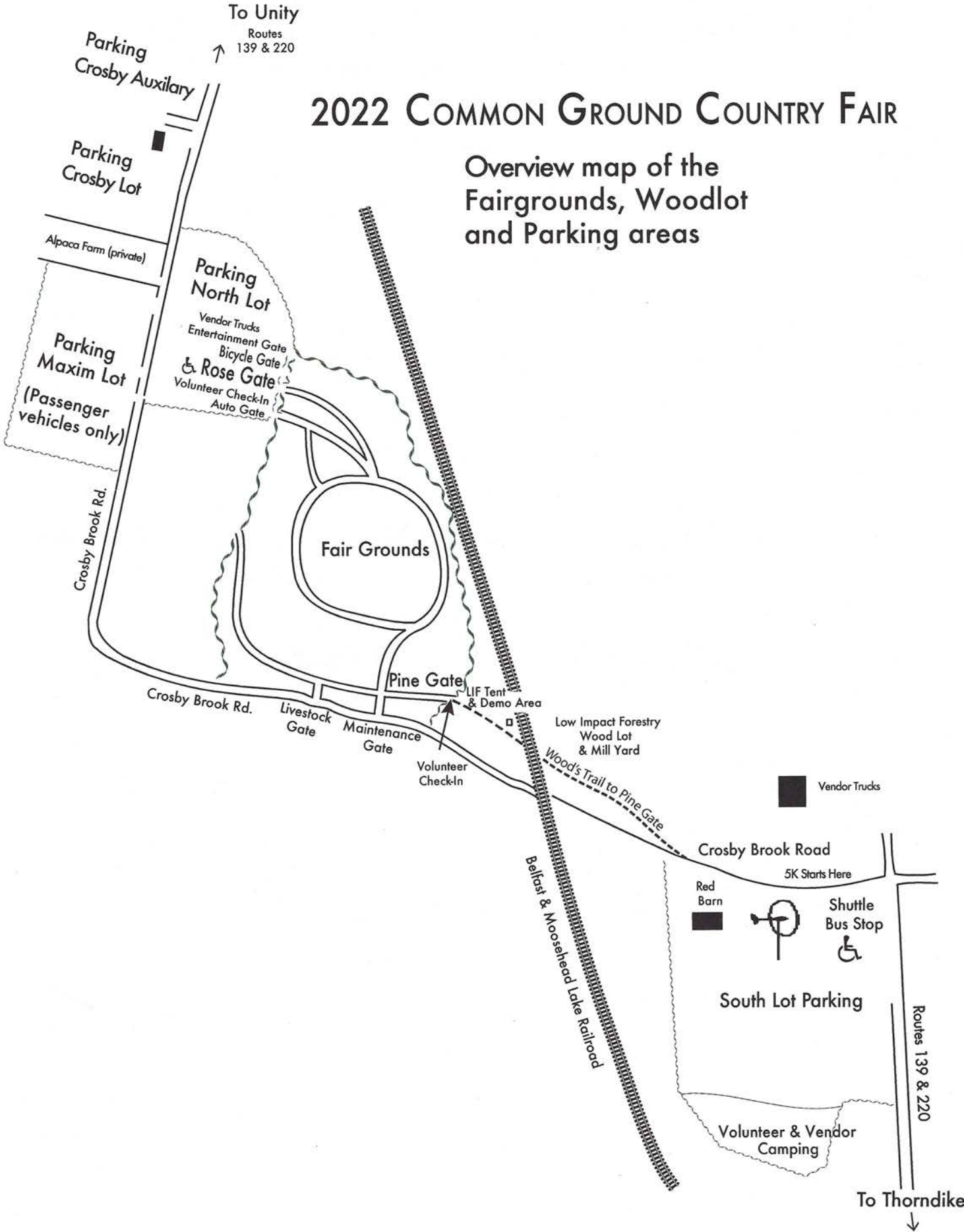


2022 COMMON GROUND COUNTRY FAIR

Overview map of the Fairgrounds, Woodlot and Parking areas



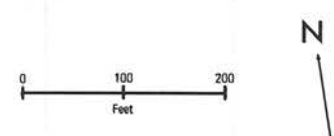
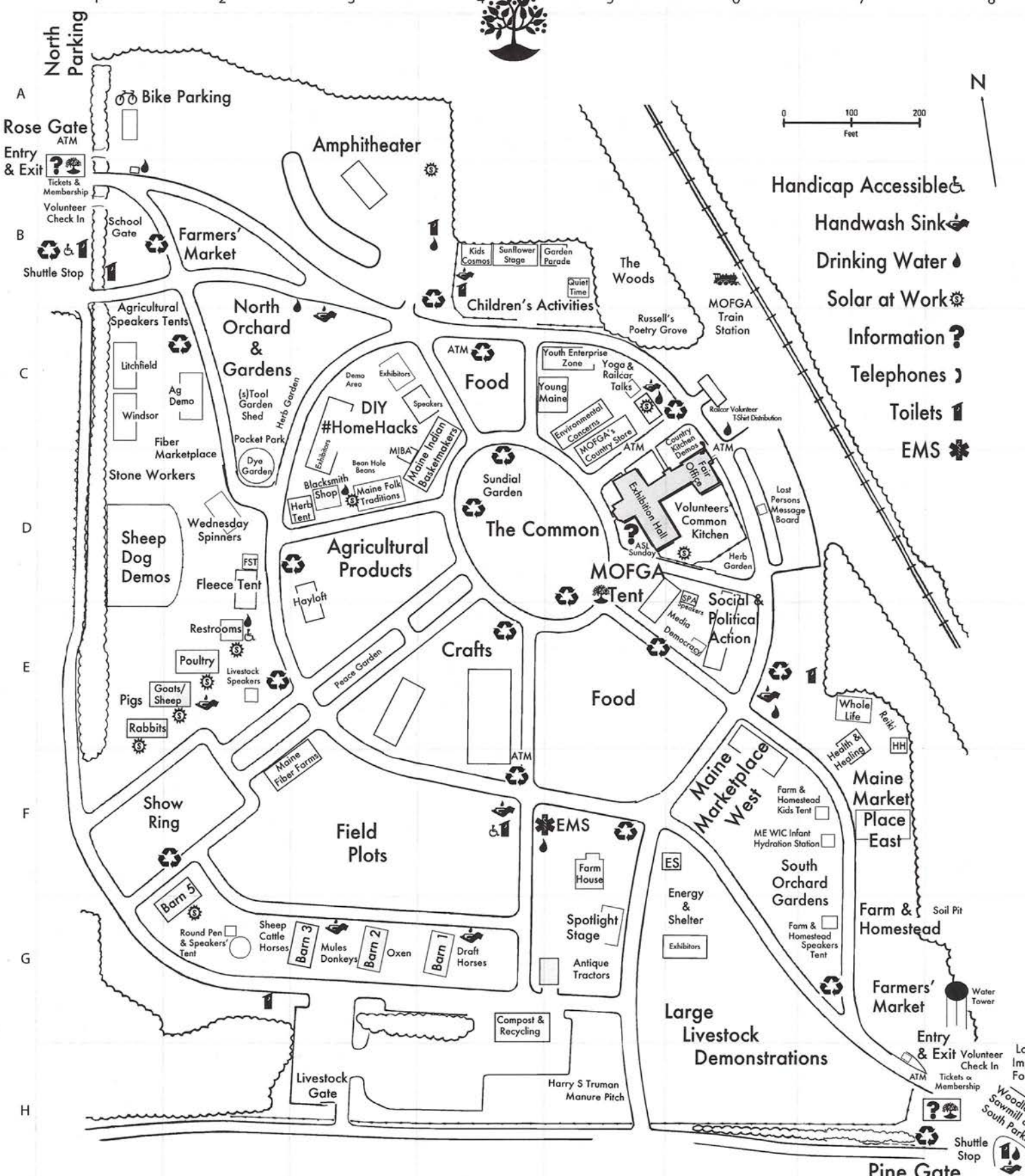
2022 COMMON GROUND COUNTRY FAIR

THE MAINE ORGANIC FARMERS & GARDENERS ASSOCIATION

46th Annual Celebration of Rural Living



1 2 3 4 5 6 7 8



- Handicap Accessible ♿
- Handwash Sink 🚰
- Drinking Water 💧
- Solar at Work ☀️
- Information ?
- Telephones ☎️
- Toilets 🚻
- EMS 🚑

Low Impact Forest
Woodlot Sawmill & South Parking
Shuttle Stop

Social and Political Action Area 2022

1 - Maine Friends of Animals	2 - Our Power	3 - Good Life Center	4 - League of Women Voters	5 - Mauro Archer & Associates and Garmey Law	6 - Spiritual Assembly of the Baha'is	7 - Penobscot Bay Language School	8 - Maine Indian Tribal-State Commission	9 - Maine Chapter - Freedom From Religion	10 - Atlantic Coast Financial	11 - Food For Maine's Future	12 - LAYOUT SPACE	13 - Button ME The Maine Papparazzi	14 - BUSINESS ALLIANCE FOR COMMERCE IN HEMP
SPA Tent # 1													
15 - Maine Veterans for Peace	16 - Bowsprit Foundation	17 - Equality Maine	18 - LAYOUT SPACE	19 - Land in Common	20 - Maine People's Alliance	21 - Maine Challenge	22 - LAYOUT SPACE	23 - Center for Small Town Jewish Life	24 - Maine Youth Power	25 - Restorative Justice Project - Maine	26 - Maine AFL-CIO	27 - Peace Action Maine	28 - TOGETHER: We Are the Sign of Peace
SPA Tent # 2													
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>29 - PPNNE/PPMEA F</p> </div> <div style="width: 30%;"> <p>30 - Migrant Justice</p> </div> <div style="width: 30%;"> <p>31 - Third Act Maine</p> </div> <div style="width: 30%;"> <p>32 - Better Business Bureau</p> </div> <div style="width: 30%;"> <p>33 - LAYOUT SPACE</p> </div> <div style="width: 30%;"> <p>34 - Maine Unitarian Universalist State Advocacy (MILLISANI)</p> </div> <div style="width: 30%;"> <p>35 - Mabel Wadsworth Center</p> </div> </div>													
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>36 - Maine Rail Group</p> </div> <div style="width: 30%;"> <p>37 - PathStone Corporation</p> </div> <div style="width: 30%;"> <p>38 - Vassalboro Quarterly Mtg (Quakers)</p> </div> <div style="width: 30%;"> <p>39 - LAYOUT SPACE</p> </div> <div style="width: 30%;"> <p>40 - Maine Service Employees Association, SEIU/Local</p> </div> <div style="width: 30%;"> <p>41 - Maine Women's Lobby Education Fund</p> </div> <div style="width: 30%;"> <p>42 - Maine Black Community Development</p> </div> </div>													





Maine Organic Farmers and Gardeners Association
Common Ground Country Fair - Exhibitor and Presenter Guide
September 23, 24 & 25, 2022

Exhibitors: Only products and services that were on your application and were accepted by the Common Ground Country Fair may be included in your booth and/or exhibit. The Common Ground Country Fair has the right to close any exhibit or booth, or require the removal of any item from an exhibit or booth that fails to comply with Fair policy.

Exhibitor Move-In and Move-out

All Booths must be set up and ready for business by 8:45 AM on Friday.

Move-In

Exhibitors may set up booths after 7:00 a.m. **Thursday**, the day before the Fair, or before 8:00 a.m. on Friday of the Fair. Exhibitors needing to set up before Thursday should make arrangements with their Area Coordinators.

- **Livestock** exhibitor set-up begins Wednesday evening, September 21. All livestock must be in place by 8:00 a.m. Friday.
- **Food Vendor** set-up begins Sunday, September, 18 at 8:00 a.m.

Check-In

Please check in with your Area Coordinator during set-up. Be sure to bring your own hand-cart if you anticipate needing to restock your booth from your vehicle during Fair hours. The Fair does not have extra carts available to lend for this purpose.

Label Your Things, Especially Tables and Chairs

- Use heavy black permanent marker
- This eliminates items being mistaken as MOFGA's during clean-up

Vehicle Access and Parking on the Fairgrounds

All vendors receive a vehicle pass that provides access to the Fairgrounds for set-up. The only vehicles permitted to remain on-site during the Fair are Livestock, Farmers' Market and Food Vendor Support Vehicles with a permit.

- Exhibitor/vendor vehicles may access the grounds **BEFORE 8:00 a.m.** on Friday, Saturday and Sunday.
- No vehicles may enter the grounds AFTER 8:00 a.m.
- All vehicles must be off the grounds by 8:30 a.m. on Friday, Saturday and Sunday
- Vehicles parked on the grounds may not move until the All Clear is announced (generally well after 8:00 p.m.).

Truck and Trailer Parking

Parking for supply trucks and dropped trailers is available in both the North and South parking areas.

In the North Parking area (Rose Gate), there is a designated space for vendor supply trucks and trailers. Please **do not** park trucks or trailers across the street in the Maxim Lot.





In the South Parking area (Pine Gate), space is available adjacent to the MOFGA supply garage on the north-east corner of the Rt. 220 and Crosby Brook Rd intersection. This property is on the fairground's side of Rt. 220, across Crosby Brook Rd. from the Red Barn and wind turbine. All trucks and trailers not being used to re-supply during the Fair must park here. Please **do not** park trucks or trailers in the South Parking area.

Exhibitor/Vendor Parking

There is no "Vendor Parking" per se, however prime parking in the Maxim Lot is reserved for exhibitor cars until 8:45 a.m. each morning, ensuring that all exhibitors have access to convenient parking provided they are on-site before the gates open. The North and Maxim Lots may be filled by 9:30 a.m., so late arrivals should be prepared to park in lots further from the gates.

"Vendor Set-Up" Vehicle Pass

All exhibitors receive a "Vendor Set-Up" vehicle pass. *Please have this prominently displayed on your dashboard.* This pass will grant you access to drive your vehicle onto the fairgrounds for set-up. It is not a parking pass, which is to say, that if you arrive after the gates are open you will need to park as directed by volunteers and the Waldo County Sheriff Deputies' traffic detail. Please be sure to inform your staff of this. As noted above, we give vendors preference for parking in the Maxim Lot through 8:45 a.m.

Food Area "Support Vehicle" Passes

All vehicles parked behind food booths must have a support vehicle pass. Space permitting, additional passes may be purchased during the Fair.

Move-Out

All booths must be taken down and the area cleaned-up by Monday night unless special arrangements have been made with your Area Coordinator. If your area is not cleaned-up, additional fees may be applied.

Exhibitor Booth & Tent Information

All Booths must be set-up and open for business by 8:45 AM on Friday.

3rd Party Tent Companies

If you have contracted with a 3rd Party Tent company **it is your responsibility to ensure that they set up in the correct location and that the tent conforms to the size and location of your rented tent space.** For example, if you are contracted with Common Ground for a 20' x 20' outside space but your tent is a 20' x 20' pole tent that requires an additional 2-3 feet per side for tent stakes, that's a problem. Discuss your booth foot-print and needs in advance with your Area Coordinator if you have any inkling of an issue so we can plan accordingly.

You may not have your tent set-up before Wednesday. If a representative of your company will not be on site for set up, you must provide them with a copy of your area map with your location clearly and precisely marked. Also, please notify your Area Coordinator AND the Fair office of:

- The company you have hired for your tent rental and set-up, and
- The day they will be on site with your tent. (Remember, it can't be before Wednesday.)





Staffing Your Booth

All booths must be staffed for the duration of the Fair. Vendors with empty booths or who close up shop early may be ineligible for participation in subsequent years.

It is very important that all of your staff are familiar with Fair policies and the information in this guide.

Fair Admission Passes for Exhibitor Staff

All exhibitors, vendors and personnel are required to have a gate pass for admission to the Fair.

- Exhibitors are allocated a limited number of admission passes per booth, per day.
- Additional passes may be purchased from the Fair Office
- If you are receiving this packet, please distribute the passes to those working for you at the Fair. Exhibitors staff showing up without a pass will be expected to PAY for their admission. No exceptions!

Booth Security

Exhibitors are responsible for the security of their booth and product. Though the vast majority of fair attendees are honest, please be diligent and take appropriate loss prevention measures. Fair Safety Teams and Waldo County Sheriff Deputies are on site if you experience any suspicious incidents. If you need assistance with a security incident, please contact your Area Coordinator promptly.

Overnight, our Safety Team patrols the fairgrounds and all tents. However, you are responsible for taking proper precautions for securing your booth and product.

As an exhibitor, you are permitted to be on site during the off-hours. The best way we can preserve the integrity of all exhibitors' booth space is to keep an eye out for each other and to respect the space of other exhibitors. For your own protection, do not enter another exhibitor's booth when it is closed-up and un-attended.

Presenters

Please allow plenty of extra time to navigate traffic to the Fair, parking and the gate. Traffic entering the Fairgrounds late-morning through early-afternoon can be very heavy, particularly on a weekend day with good weather. A 60-minute delay can be expected.

Be sure to arrive at your presentation location early. As a courtesy to the presenter following you, conclude your presentation and Q&A at least five minutes prior to the next presenter's scheduled start time.

If your presentation calls for special preparations, arrange these with your Area Coordinator before the Fair. When you are on site, please check-in with your Area Coordinator early in the day and well before your presentation to confirm these arrangements.

Presentation Aids

The Fair's support for audio or video presentations is very limited. Not all venues have electricity, projectors or projector screens. The only venues capable of supporting a slideshow or a "powerpoint" presentation are:

- Litchfield Tent
- Windsor Tent





- Livestock Speaker's Tent
- Energy & Shelter Speakers' Tent

For those above listed venues, MOFGA provides:

- LCD Projector with a VGA input
- Projection screen

MOFGA **does not** provide laptops or adapters. Be sure to bring your own laptop. We also suggest that you bring a copy of your presentation slide deck on a thumb drive as a backup.

We do provide flip charts and writing implements at each venue. If you have hand-outs, please bring a sufficient quantity of copies with you.

On very sunny days, the sunlight will dilute projected images and make details hard to see. Please plan ahead to use other presentation aids such as hand-outs or the provided flip charts as needed.

Parking

MOFGA does not have reserved parking for presenters or exhibitors. However if you need to drop off equipment for your presentation you may do so at the Rose Gate in the North Parking area. Entertainers with band gear and instruments should follow signs for the Entertainment Gate. Entertainers, please have your vehicle pass prominently displayed.

Leave No Trace

We ask that all vendors leave their booth space clean of all waste, supplies, display materials and packing supplies after the Fair.

Please Take Your Packing Materials With You Or Take Broken Down Cardboard Boxes To Recycling

- Please reuse boxes when packing up
- Pack out the rest or breakdown cardboard and TAKE it to recycling
- Waxed lined produce boxes may be brought to recycling intact. Others will gladly re-use them.

Food Waste

- Vendors must separate all the trash they generate into compostable/non-compostable waste and take the waste to the CGCF recycling area daily. Exhibitors may not leave discarded items at the sort stations. If you have any questions or need help locating the Compost & Recycling tent contact your Area Coordinator or the Fair Office.
- Food Vendors will have a grease collection station in the Compost & Recycling area. All grease must be strained before disposal.
- **DO NOT put Grease or heavily starched water** in the gray water disposal drains. If you are producing water that is laden with starch (ex, potatoes), please make arrangements with the Food Coordinator or Facilities staff for proper disposal. Grease goes in the grease collection tanks.
- All other discarded items must be brought to the Compost & Recycling tent directly. Please contact the C&R team if you need help (or do what you can to help them).

Any items needing to go to Compost & Recycling must be delivered between 8:00 AM - 7:00 PM. No exceptions.





Compostable DinnerWare

Per Fair policy, all flat-ware, bowls, plates and cups used for serving food, including samples, must be sourced from the Fair's pre-approved list of biodegradable and compostable wares. Please contact the Fair office for a copy of the list or if you need assistance.

Additional Information

Exhibitor and Presenter Camping

Exhibitors and presenters may camp in the South tent camping area or in their vehicle on a first come, first served basis. Please read the included Fair Camping Information, Policy, and Rules for more information. Note: If you elect to camp in your booth, you must obtain a Booth Camping Permit from the MOFGA office. Come to the MOFGA office for a permit.

Exhibitors and presenters with handicap permits who need to camp near the gate **MUST** contact the Fair office in advance of the Fair for a permit. Vehicles without permits are subject to towing.

A complete listing of nearby accommodations at campgrounds, B&B's and hotels is available on the MOFGA website via the Camping and Accommodations tab on the Planning Your Visit Page of the Fair section.

Pets

Pets are **not** permitted on site at any time during set-up, move-in, during the Fair or move-out. Nor are they permitted in the parking lots or in your car during the Fair. Our parking volunteers have enough on their hands with traffic. Please don't make your pet their problem. Service animals are permitted in accordance with the law.

First Aid / EMS

The EMS tent is located behind the Farmhouse, across from the South Food Area and large Craft tent. The EMS tent is staffed by licensed emergency medical professionals and will be staffed during all event hours. If you need any medical assistance, please contact the EMS staff.

Lost & Found

The Lost & Found is located in the MOFGA office. If you find an item you believe has been lost, you may bring it to the MOFGA office or the Information Tent located on the Common outside of the Exhibition Hall.

Lost Children

If you need any assistance with a lost child, please contact the nearest Fair staff person (look for the aqua T-shirt) and they will make appropriate arrangements with our Safety Team.

No Smoking Areas and Engine Idling Please

Please help make Common Ground a clean air event. Smoking is prohibited in and within 30 feet of all buildings, barns, tents, restrooms, porta-potties, the amphitheater, the food vendors, the Children's Area, and on wagon and shuttle rides. When stopped "in line" in your vehicle, please consider turning your engine off.



**Cell Phones and Wi-Fi**

Cell phone service at the Common Ground Country Fair is inconsistent. If you rely on mobile credit card processing units, Square Cards (www.squareup.com), etc..., it is advisable to have a back-up plan.

If you are interested in the fee-based Wi-Fi service for exhibitors on the fairgrounds and have not signed up, please contact the Fair Office before August 15, 2022. After the 15th, exhibitors may inquire at the Fair Office.

ATMs

There are ATMs on site in five locations. At the Rose Gate and Pine Gate entrances, outside of the MOFGA Office entrance on the back side of the Exhibition Hall, next to the Craft tent, North Food and outside the Country Store.

Audio & Video

Audio and video devices audible to the general public beyond your booth or exhibit are prohibited on the fairgrounds unless they are part of an approved demonstration.

Photos & Film

On behalf of MOFGA, filming and photography is in progress throughout the fairgrounds. Your presence on the Fairgrounds constitutes your consent for MOFGA to use your image, voice and likeness in MOFGA related marketing, advertising, news and programming.

Exhibitor Support

The Common Ground Country Fair is a unique event and one we hope you enjoy being a part of. Gathering over 60,000 people on rural farmland over the course of three days presents some extraordinary challenges. Within our means, we are committed to making your participation a positive experience. If you need any assistance or have any questions, please ask your Area Coordinator or a Fair staff member. Similarly, if you have ideas and energy for improvements, we would love to hear from you.





Common Ground Country Fair

September 23, 24 & 25, 2022

Guidelines for Social and Political Action Area Exhibitors

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The Common Ground Country Fair has the right to close any exhibit or booth, or require the removal of any item from an exhibit or booth, that fails to comply with the guidelines set forth. Please familiarize yourself with these. Thank you.

THE MAINE ORGANIC FARMERS AND GARDENERS ASSOCIATION

Mission: The Maine Organic Farmers and Gardeners Association is a broad-based community that educates about and advocates for organic agriculture, illuminating its interdependence with a healthy environment, local food production, and thriving communities.

Vision: MOFGA envisions a future of healthy ecosystems, communities, people and economies sustained by the practices of organic agriculture.

Values: MOFGA believes in our responsibility as an innovator, leader, collaborator and visionary to support:

- Organic farming and gardening
- Organic food for all
- The integrity of organic standards
- Practical forms of education
- An economically viable market for producers, processors, consumers and communities
- Human health, environmental health, local food production and thriving communities
- Economic, environmental and social justice for all Maine
- The sustainable use of resources
- Volunteerism
- MOFGA members, staff and land in carrying out our mission
- Ethical decisions grounded in science based information
- Education as the foundation for effective advocacy
- Transparent, inclusive decision making
- Partnering with all farmers on issues of common ground
- A geographically, socially and demographically diverse MOFGA community, growing in membership
- Work that builds a healthy planet
- Our leadership at the local, state and national level in organic agriculture, environmental protection, volunteerism and the consumer's right to know
- The value of Maine's pioneers, past, present and future who create a healthy world and just food system for all Maine

GOAL AND OBJECTIVES OF THE COMMON GROUND COUNTRY FAIR

Goal: The Common Ground Country Fair (CGCF) serves to encourage the revival of agriculturally-based rural communities.

Objectives: The volunteers and staff of the CGCF work toward this goal by:

1. Prominently promoting MOFGA, its goals and objectives, and its role as sponsor of the Fair.
2. Designing and coordinating an educational, smoothly operating, attractive, and enjoyable fair that serves as a major fundraiser for MOFGA.
3. Promoting local, environmentally sound, and sustainable food production.
4. Promoting organically grown Maine produce and good nutrition.
5. Promoting a forum for alternative lifestyles.
6. Coordinating agricultural activities and demonstrations with like-minded groups.
7. Serving as a common ground for a wide variety of organizations and ethnic groups to explore shared values and possible areas for cooperation.
8. Contributing to maintaining and improving the quality of rural life, particularly by creating an awareness of the human and physical resources in Maine.
9. Actively encouraging fairgoer participation in CGCF activities.
10. Having fun during all CGCF activities, while encouraging learning about, enthusiasm for, and enjoyment of our environment.

SOCIAL AND POLITICAL ACTION AREA GUIDELINES

Purpose: The purpose of the Social and Political Action (SPA) area is: to serve as a common ground for a wide variety of organizations and ethnic groups to explore shared values and possible areas of cooperation; to encourage environmental protection and a respect for all living things; to make it possible for people to earn a living through their work and to develop their potential as human beings; to support public policy that promotes these objectives; to educate the public to injustices; and to provide opportunities to help right these injustices.

Statement of Philosophy: Sustainable agriculture requires sustainable communities. The very basis and justification of organic agriculture is that it should not harm the earth, its plants, animals and its people. As we contemplate and support changes in our food system and our systems of land ownership and use, and as we return to a system that both supports and benefits from organic and locally grown food, we need to be aware of trade, agricultural land use policies, human rights and suffering throughout the world.

Goals:

1. To promote a bioregion that is environmentally sound and sustainable, meeting the basic needs of all living things, in accordance with humane principles.
2. To provide an opportunity for groups advocating for sustainable agriculture and communities, peace, social equity, civil/human rights and concern for the rights of all living species (including groups addressing international environmental and agricultural problems) to present ideas and information.
3. To promote educational activities at each booth, and provide a forum for scheduled presentations and debate.
4. To accommodate activities that are compatible with the area.

Guidelines:

1. Applicants must read and abide by the general guidelines for the Common Ground Country Fair (CGCF).
2. Local, grassroots organizations will provide information on issues pertaining to sustainable agriculture and communities, peace and justice, social equity, and civil/human rights and environmental politics at individual booths and through scheduled presentations at designated sites (common forum).
3. The mission of each group participating in this area must be in accord with the stated purpose, philosophy, goals and objectives of MOFGA and the SPA area.
4. Applicants to the Social and Political Action Area (SPA) will be judged on the basis of their strict adherence to MOFGA's Mission and the SPA guidelines. SPA Area Coordinators and MOFGA Staff make decisions regarding who is in compliance with these guidelines and who will be invited to participate. Decisions are final.
5. Participating organizations/businesses must promote views that are compatible with environmental sustainability and embody respect for the planet and all living things.
6. Organizations selected to participate in the SPA area will have demonstrated a commitment to non-violent methods of social and political advocacy. Their programs and activities will reflect respect for the dignity, safety and equality of all human beings. Groups that interfere with the ability of individuals to exercise their legal rights freely and without intimidation will not be accepted.

7. The Social and Political Action area encourages presentation of a wide range of issues and perspectives. It is conceivable that groups with opposing views on an issue(s) may participate in the area at the same time. Participants in such groups must be respectful of those with views and perspectives different from their own and, while making their disagreements clear, will refrain from maligning the program or mission of another organization.
8. The primary purpose of booth displays must be educational, conveying the group's message to fairgoers in an appropriate manner, and demonstrating how it relates to the CGCF. These educational displays must be clear and prominently featured in the booth.
9. Ancillary to the educational focus of a booth, exhibitors may sell items (including buttons and bumper stickers) that reflect the clear message of the organization. The CGCF gives preference to organizations that make their own educational merchandise. These items must fit the goals, objectives and guidelines of the area, the CGCF and MOFGA. The connection between sales items and how they tie into the group's mission must be clearly communicated in the educational display. Items not manufactured in Maine may be excluded at the discretion of the area coordinators or the Fair Steering Committee. Items manufactured outside the country must show that they were produced with high ethical standards such as equality, transparency, accountability, a fair price to producers, and creating economic opportunities.
10. Food may not be sold or served in the SPA area.
11. Activities of all exhibitors and vendors must be located within the assigned booth space or speaking engagement.
12. Exhibitors intending to use VCRs or stereo equipment for presentations must provide headphones for fairgoers. Such presentations must not be audible to neighboring exhibitors or passersby.

The Common Ground Country Fair has the right to close any exhibit or booth, or require the removal of any item from an exhibit or booth, that fails to comply with the guidelines set forth.

GENERAL GUIDELINES FOR THE COMMON GROUND COUNTRY FAIR

Each year, the Common Ground Country Fair (CGCF) takes place on the third weekend (Friday, Saturday and Sunday) after Labor Day. The following guidelines apply to all people attending the Fair in any capacity.

1. Pets are not permitted on the fairgrounds or in the Fair parking areas. Animals tied to trees or cars, or left within vehicles (whether locked or not), may be removed by the local animal control officer.
2. Smoking is prohibited in the following areas of the Fair: the Children's Area; the shuttle and wagon rides; all food preparation, service and eating areas; all buildings, including barns and all tents; within 20 feet of any entrance or window to any enclosed area, including all buildings, barns and tents.
3. Fair participants may not build fires without written permission from the CGCF office.
4. The CGCF supports Maine laws regarding public drinking of alcohol and use of controlled substances on the fairgrounds and in the Fair parking lots.
5. Audio and video devices audible to the general public are prohibited on the fairgrounds unless they are part of a CGCF-approved demonstration.
6. Do not feed livestock or other display animals unless tending to your own animals.
7. Skateboards, bicycles or other unauthorized wheeled vehicles are prohibited on the fairgrounds.
8. The CGCF office assumes no liability for damage to or loss of personal property.

Common Ground Country Fair recognizes the unique perspectives of the various cultures represented in Maine and at the Fair. In order to improve diversity, equity, and inclusion at our events, MOFGA staff and the Fair Steering Committee are working with community members on new guidelines to address these issues.

Until those have been approved, we ask all participants to act with respect in their interactions, presentations, and marketing.

GUIDELINES FOR ALL DEMONSTRATORS, EXHIBITORS AND VENDORS

Henceforth, the words "vendor" and "vendors" refer to "demonstrator(s)" and "exhibitor(s)" as well.

Application Process

1. A non-refundable application fee must accompany each application (with the exception of Youth Enterprise Zone applications) for booth space in commercial areas.
2. Interested vendors must apply each year.
3. Area Coordinators determine application deadlines for respective areas. The Crafts Area Coordinators do not accept applications postmarked after their established deadline. Other Area Coordinators process timely applications before late applications, allocating space first to timely applicants. Late applicants receive space if available.
4. A late fee may be applied to late applications.
5. Area Coordinators review vendor applications each year, and give preference to vendors in good standing who meet respective area guidelines. The "vendor in good standing" guideline does not apply to areas where juries review applications for quality.
6. Failure to meet application and/or contract fee deadlines will result in forfeiture of booth location and/or booth space.
7. Area Coordinators, in consultation with the Fair Steering Committee, may refuse to accept any vendor who does not meet the Guidelines of MOFGA, the CGCF, or the Area itself.
8. The CGCF office does not grant vendors exclusive rights to sell any particular item.

9. Vendors must reside in Maine, and represent Maine-based businesses or organizations. The CGCF accepts goods and services not made in Maine if they are important to the quality of rural living, and are not yet available from a Maine-based business or organization.
10. Area Coordinators give preference to applicants who make their products with sustainably harvested, natural resources from Maine. When a product made in Maine depends upon materials or components from elsewhere, its approval will depend upon the need it fills, the value added by the Maine worker who makes it, and the source of the materials or components. Examples of products not made in Maine but acceptable if they contribute to the quality of rural living are: books; farming and gardening tools; cotton fabric; soil supplements; hardware; animal feeds; home heating units for renewable energy sources; tractors, rototillers, and accessories. Examples of unacceptable products not made in Maine are: those making no essential contribution to the quality of rural living; those detracting from Maine's becoming more self-sufficient; or those which exploit producers or consumers.
11. Vendors must list on their application all items and services that they wish to sell. Items and services listed on the application must relate directly to the area to which the vendor applies. Vendors serving or selling any food item must submit an Ingredient Form with their application. The CGCF will not permit the sale of items not listed or approved on the applications. The CGCF requires vendors to remove such items from booths immediately. Vendors may not take orders for display items that are not approved for sale.
12. Vendors may sell their own business T-shirts, but may not sell T-shirts of other businesses or organizations. The CGCF restricts sales of other promotional products.
13. Vendors may not share booth space. Each business or organization must apply for booth space separately.
14. Vendors needing any amount of electricity must fill out electricity request forms and return them to the CGCF office by the contract deadline. Vendors needing electricity in excess of an amount designated by the CGCF Electrical Coordinator must pay for it. Payment is due by the respective area contract deadline.
15. Vendors wishing to be listed in the directory of Fair participants must fulfill contract or registration obligations by respective area deadlines.
16. Applicants must answer all questions on their area application forms. Area coordinators may ask applicants for clarification on questions answered unclearly. Area coordinators reserve the right to reject applicants who fail to provide requested clarification.
17. The CGCF does not accept applications from network or multi-level marketing businesses.

Participation in the Fair

1. Vendors agree to make no misrepresentations, implicit or explicit, about the nature of their businesses, the nature of their products and services offered, or their ethnic and/or cultural backgrounds.
2. All MOFGA-certified growers and processors are eligible to receive a \$10/day reduction in vendor booth fees for all areas of the CGCF.
3. All food or ingestibles served or sold at the CGCF, even free samples, must adhere to the MOFGA Food Policy.
4. All non-certified organic garlic sold at the CGCF should be labeled not certified organic garlic.
5. The CGCF prohibits raffles on the fairgrounds.
6. Food and meals served by the Common Kitchen are for use by current CGCF volunteers only.
7. Vendors who camp in their booths must contact the Fair office to get a permission form and must attach the form to the outside of their booths for the evening. Vendors may not camp elsewhere on the fairgrounds.
8. The State of Maine requires the CGCF to send a list of commercial vendors and their tax ID numbers

to the state tax office. Vendors are responsible for reporting earnings and workers' pay to the IRS and the State of Maine.

9. Vendors assume all risk for their property. Neither the CGCF nor MOFGA will be responsible for any loss or damage from any cause.
10. MOFGA, doing business as the CGCF, disclaims any authority of control over the operation of vendors. Vendors assume all rights and responsibilities for the conduct of their operations including, but not limited to: obtaining liability and general coverage insurance for vendor-related activities; and adhering to all local and state ordinances and regulations. MOFGA does not have separate vendor coverage under any insurance it may maintain.
11. Vendors must have general liability and completed operations insurance coverage with \$2,000,000 general aggregate and \$1,000,000 for each occurrence for the duration of the Fair, including during the vendor's move-in and move-out; name MOFGA as Additionally Insured; and provide a Certificate of Insurance to MOFGA by June 1. MOFGA reserves the right to change this coverage requirement.
12. In the event of a dispute, the decision of the CGCF officials will be accepted as final.

Passes

All vendors and personnel are required to have a gate pass for admission to the Fair. The CGCF provides a limited number of gate passes for vendors. Vendors may purchase additional tickets in advance from the Fair office. Vendors and staff without passes will not be granted admission to the Fair.

Booth Operation

1. Vendors must set up booths and be ready for business by 8:45 a.m. each day of the Fair.
2. Vendors must staff their booths for the duration of the Fair—from 9:00 a.m. to 6:00 p.m. on Friday and Saturday, and from 9:00 a.m. to 5:00 p.m. on Sunday.
3. Vendors should bring an adequate amount of food or merchandise to last through the entire Fair.
4. The CGCF assigns booth spaces to vendors. Vendors may not change booth location or designated boundaries of any booth space. Vendors must place all supports within the boundaries of their assigned booth spaces.
5. Vendors must restrict their activities to their booth spaces. The CGCF prohibits hawking of wares.
6. Vendor contracts are for space only. The CGCF does not supply tables, chairs, etc... Vendors should prepare for dirt/grass floors in tents and outside vendor locations.
7. Vendors must make their booths as attractive as possible. Vendors may not use plastics (clear, colored and poly-tarps) in the construction of booths. The only exception to this is rip-stop nylon. Preferred materials include canvas, denim, and cotton. Vendors may cover booths with plastic tarps at night, but must remove them by 8:00 a.m. daily.
8. Be prepared for inclement weather.

Move-in/Move-out

1. Vendors may set up booths all day Thursday before the Fair weekend, or before 8:00 a.m. on Friday of the Fair. Vendors needing to set up before Thursday should make arrangements with their Area Coordinators.
2. The CGCF restricts vehicle movement on the fairgrounds. The CGCF prohibits vehicles from entering the fairgrounds after 8:00 a.m. on Friday, Saturday and Sunday. All vehicles already on the fairgrounds must exit by 8:30 a.m. Vehicles may return to the fairgrounds at 9:00 p.m. Friday and Saturday, on Sunday all Vendors must wait till the Fair Safety Coordinator gives permission to move onto the grounds when all Fairgoers have left.
3. Vendors must obtain permission from the MOFGA's Facilities Coordinator before digging any

holes. Vendors must fill in holes before leaving the fairgrounds.

Utilities

Water and/or electricity are not available in all areas or booth locations on the fairgrounds.

Electricity

1. The CGCF provides electricity, where available, for a fee to vendors.
2. Vendors needing electricity must indicate such on their application and, if accepted, submit an electricity request form and payment with their contract.
3. Vendors must bring suitable panels, cords and outlet strips to meet their electrical needs.
4. The CGCF encourages electricity conservation. Using light-emitting diode (LED) lights will cut consumption dramatically.

Water

Vendors needing water must contact their area coordinator to determine whether the CGCF can meet their needs.

Cooking/Heating Equipment and Propane

1. Any participant using cooking equipment must have an appropriate fire extinguisher. Any vendor who serves food must have a 20 BC-minimum fire extinguisher. The CGCF encourages all vendors to obtain 40 BC-minimum extinguishers.
2. Cooking is only allowed in designated areas with 1lb propane or butane cylinders. No solid fuel may be used without permission. Food vendors wishing to use propane or butane tanks greater than 1lb must receive Fair Office approval, must pass the state onsite inspection before operating cooking equipment, and operate in an approved area.
3. Per State of Maine regulations, propane tanks must be secured firmly on a hard, non-combustible surface, i.e. cement blocks, tin, etc... Vendors must supply their own surface on which to secure tanks—the ground alone does not suffice. The Fire Marshall will check for compliance.

Compost and Recycling

CGCF strives to produce Zero Waste. To that end, all waste at the Fair is sorted for compostable and recyclable materials by our Compost and Recycling volunteers. To assist in these efforts:

1. Vendors must separate all the trash they generate into compostable/non-compostable waste and take the waste to the CGCF recycling area daily, not public Resource Recovery Stations.
2. Vendors shall break down and clean cardboard boxes of tape, staples, etc., tie them in bundles, and take them to the CGCF recycling area, or take them home.
3. Vendors must take their entire booths -- including carpets, display racks, storage containers, zip ties and decorations -- home with them. All booths must be taken down by Monday night unless special arrangements have been made with the vendor's Area Coordinator.
4. Vendors that leave trash in their area risk non-acceptance at future Fairs.

Cancellation Policy

1. The CGCF makes no refunds for cancellations made after August 1.
2. The CGCF makes no refunds in the event of inclement weather.