

Dear Merchant Barn Exhibitor,

**The planning for the 2023 CHELSEA COMMUNITY FAIR is happening!!!** Please, get your contracts, payment, and proof of insurance in as soon as you can. I hope you will join us in the Merchant Barn. The Merchant Barn will open at 1pm every day and close at 10pm, however you do not have to man the booth that entire time. We do ask that you make sure your booth is kept clean and neat. We will **NOT** be responsible for any materials at your booth. We expect to fill quickly and knowing we've had a waiting list in previous years please get your contracts, checks, and insurance in today. If you know of any retail or home business interested in a space please tell them to go to [chelseafair.org](http://chelseafair.org) and click on "Venue Rental" in the green bar at the top of the page.

The 2023 Chelsea Community Fair will be held Tuesday, August 22rd thru Saturday, August 26th. The Merchant Barn will be open to Fair patrons from 1:00 pm until 10:00 pm each day of the Fair.

Each Home Business and Retail Business will be issued **1 "Exhibitor "Pass**. This pass allows 1 person and 1 car in the "Exhibitor" Gate (Blue Gate), which is the 2<sup>nd</sup> entrance on Old Chelsea/Manchester Rd. There is NO "Exhibitor" parking through the Red Gate on Old US 12.

If you need additional passes, they are \$30.00 (weekly) or your staff can pay a daily admittance fee of \$10.00. Non-profit exhibitors do not receive passes.

If you have any concerns during the week, please contact someone in the fair office.

**Tear down of displays can be done immediately following the closing of the barn on Saturday night between 10:00 and 11:00 pm or the following morning, Sunday, between 8:00 am and 11:00 am. Due to many complaints last year anyone tearing down early will risk being allowed back the next year!**

**MERCHANT BARN HAS HAD A WAITING LIST IN PREVIOUS YEARS, THEREFORE 2023 CONTRACTS WILL NOT BE ACCEPTED UNTIL PAYMENT AND PROOF OF INSURANCE IS RECEIVED. I WILL HELP YOU ALL I CAN.**

If you need to contact me you can do so at [ccfmerchants@gmail.com](mailto:ccfmerchants@gmail.com), please allow at least 24 hours for a response.

Thank you again for understanding and participating in the 2023 Chelsea Community Fair!!

Erika Fletcher

[ccfmerchant@gmail.com](mailto:ccfmerchant@gmail.com)

Merchant Barn