



Metuchen Area Chamber of Commerce

September 2011

Dear Metuchen Country Fair Participant:

WE APPRECIATE YOUR PATIENCE AS WE TRANSITION FROM REGULAR MAIL TO EMAIL. PLEASE RESPOND TO THIS SO WE KNOW YOU HAVE RECEIVED YOUR FINAL INSTRUCTIONS.

These are your organization's final instructions for "**THE 48th ANNUAL METUCHEN COUNTRY FAIR**" being held on Saturday, October 1, 2011 with rain dates of October 15th or 22nd. *Please note: Due to the Yom Kippur holiday on Saturday, October 8, 2011, the first rain date will be postponed to October 15, 2011, if needed.* This year's theme is "**Hats**". Please [click here](#) to view the page that lists the booth numbers that have been assigned. Streets will be marked and numbered, designating your assigned space(s). A map of the Fair area, including locations, will be published in the September 28th issue of the Criterion.

Streets will be closed to vehicular traffic at 7:30 A.M. You may begin setting up your booths at **8:30 A.M.*** There will be only single lane traffic, so if you plan to bring a vehicle to your assigned booth area to unload items, please do so quickly and **remove vehicle by 8:40 AM**. Be ready to go at 10 A.M. Parking will be free in the lots not being used for the Fair and on some side streets. Please observe "No Parking" signs so we may keep detours open for safety. We encourage you to cooperate with the police and auxiliary police who are there to help you.

***FOOD VENDORS: PLEASE SET UP AT YOUR BOOTH SPACE(S) BY 9:15 AM.**

FOOD LICENSES MUST BE OBTAINED FROM THE BOARD OF HEALTH PRIOR TO THE FAIR OR YOU WILL NOT BE ABLE TO OPEN!!! PLEASE [CLICK HERE](#) TO OBTAIN HEALTH DEPARTMENT INFORMATION AND LICENSE APPLICATION. *Please note: Food licenses must be submitted by Wednesday, September 28th.*

PLEASE DISMANTLE BOOTH(S) PROMPTLY AT 4 P.M. This is important because Public Works must get in immediately to accomplish the big cleanup task before dark. All wood must be removed and large cartons broken down. **SEPARATE ALL CARDBOARD AND PLACE IN FRONT OF BOOTH.** Distribution of bumper stickers has been banned. [CLICK HERE](#) TO SEE DEPARTMENT OF PUBLIC WORKS LETTER.

ELECTRICITY - If you need electricity, you must make your own arrangements. All electrical wires must be overhead. You may not plug into street lamps. Motor generators are not permitted.

SUNSHINE, WIND & RAIN - Be prepared to protect foods, candles, etc. from the sun. Make certain everything is nailed down or otherwise windproof. Supply plastic covers or umbrellas in case of unexpected rain.

FOOD - All vendors handling food for sale must take proper precautions. Food is to be handled in such a way that it is not a health hazard. All booths are subject to inspection and closing, where necessary, by a representative of the Department of Health who will be on hand all day. Those using hot fat must take precautions to protect the public. They must have a metal cover to smother fire if necessary. Vendors using hot coals may not dump them on the street where they cause surface damage. **(IMPORTANT: SEE COPY OF LETTER/APPLICATION FROM THE METUCHEN HEALTH DEPARTMENT BY CLICKING [HERE](#))**

NEW CLAUSE: IF YOUR ORGANIZATION INTENDS TO SELL HOMEMADE PIES, PLEASE READ THE MIDDLESEX COUNTY HEALTH DEPARTMENT LETTERS BY CLICKING ON THE LINK ABOVE AND CALL THE HEALTH DEPT. FOR INFORMATION AND COMPLIANCE.

POSTPONEMENT - The decision to postpone the Fair from October 1st to October 15th ^{or} 22nd will be made by 5 P.M. the day before the Fair. *Please note: Due to the Yom Kippur holiday on Saturday, October 8, 2011, the first rain date will be postponed to October 15, 2011, if needed.* The Chamber office will have a message on the answering machine at (732) 548-2964 and on the website at <http://www.metuchenchamber.com/>. It is recommended that you check the website, to avoid a busy signal on the answering machine. Also, tune your radio in to 1580 AM for a public service message.

FIRE PROTECTION - Each organization in which open flame cooking is done must be equipped with at least one ABC fire extinguisher (minimum 10 lbs.). See other fire protection information under **FOOD** heading. If tabletop cooking is done, 5/8" sheetrock must be under cooking area. **(IMPORTANT: [CLICK HERE](#) FOR A COPY OF LETTER/APPLICATION FROM THE METUCHEN FIRE DEPARTMENT)**

REFUSE - Every organization must provide two lightweight refuse receptacles (each about 20 gal. capacity) for every 10 x 10 booth. One is to be placed inside the booth, the other outside for public use. Those with multiple booth spaces must provide two cans for each. The Department of Public Works employees will be on duty during the Fair. **AT 4:00 PM, BREAKDOWN LARGE CARTONS, SEPARATE ALL CARDBOARD. (SEE COPY OF LETTER FROM THE PUBLIC WORKS DEPARTMENT BY CLICKING [HERE](#))**

IDENTIFICATION - Each organization must have its name prominently displayed on a 2 ft. by 3 ft. sign. At least one member of the sponsoring organization must be in charge of the booth at all times.

BOOTHS - No signs will be permitted on the backs of booths which might distract from a neighbor's booth. If your organization plans on sponsoring a game or other activity that may affect the adjoining participant's booth space and/or their perishable items, you must provide some type of protective shield (i.e. tarp, shower curtain). Be considerate! Distribution of

bumper stickers has been banned. If you are using a helium tank, it must be safely anchored in a vertical position in your booth area so it does not tip over.

PRIZES - There will be cash awards for execution of the theme and originality. Youth groups also will be judged and will be receiving cash prizes. The Chamber merchant who contributes most to the spirit of the Fair will receive a plaque.

USE - If you cannot participate, please advise us. Groups who fail to use their reserved spaces may not be considered for same space next year.

PUBLICITY - If you have any good Fair items or suggestions of picture possibilities, contact any of the following papers -- The Sentinel at (732)358-5200, The Home News Tribune at (732)246-5500, The Chronicle at (908)575-6687, or The Courier News at (908)722-8800.

As a reminder, water guns, pea shooters, "Silly String" and confetti are prohibited. Shaving cream has also presented a hazard and has been banned as well as bumper stickers. We caution you to make certain your sales items and money are protected at all times from those pranksters who may be wandering through booth areas. Bull horns will be banned. Dart throwing games must enclose their areas to protect neighbors and passers-by.

Also, the awarding of live animals, including goldfish, as prizes is prohibited by law. [Click here](#) to view information concerning prizes.

Concerning booth assignments: Note that numbers 1 to 68 are on Main Street, beginning at Highland Avenue, with the odd numbers on the west side. Numbers 69 to 120 are on Main Street, from Hillside Avenue to Pennsylvania Avenue, with the odd numbers on the west side. Numbers 201 to 252 are on New Street, from Main Street to Pearl Street, with the odd numbers on the north side. Numbers 401 to 432 are on Hillside Avenue from Main Street to Station Place with the odd numbers on the north side.

If you have any further questions or a problem, call Alla Dubiago at Metuchen Savings Bank at (732) 548-7400 x 6148. We look forward to seeing you on Fair Day!