

Maine Organic Farmers and Gardeners Association
Common Ground Country Fair - Exhibitor and Presenter Guide
September 19, 20 & 21, 2025

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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.

We encourage everyone to do a self health assessment before attending. If you are sick, please follow the Centers for Disease Control and Prevention (CDC) guidelines. Please have a contingency plan with your staff and volunteers in the case someone cannot make it to the Fair.

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 17. All livestock must be in place by 8:00 a.m. Friday.
- **Food Vendor** set-up begins Sunday, September, 14 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.).
- On Sunday, the wait line to the AUTO GATE and MAINTENANCE GATE (NOT the Livestock Gate) needs to stay to the FAR right on Crosby Brook Road so that the livestock trailers can get out Sunday evening.

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. 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 in the mail. *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 noon on Monday 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 as they will be expected to follow all policies and guidelines.

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 online through the link emailed to you.
- If you are the one who received the ticket information, please distribute the passes to those working for you at the Fair by either emailing the passes to them directly or printing out the passes and handing out a physical copy. 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
- DIY #Homehacks Speakers Tent
- Livestock Speaker's Tent
- Energy & Shelter Speakers' Tent
- Yoga and Railcar Speakers Tent

For those above listed venues, MOFGA provides:

- LCD Projector with a VGA input
- Projection screen

Speakers tent and areas with additional voice amplification are:

- Country Kitchen Demonstration Tent
- Herb Tent
- Sheep Dog Demonstration Area
- Yoga and Railcar Speakers Tent

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 dinnerware. 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 a Bureau of Motor Vehicles accessibility placard/hang tag, 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, kennels, 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  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 black T-shirt) and they will make appropriate arrangements with our Safety Team.

Use the Designated Smoking Area and No Engine Idling Please

Please help make Common Ground a clean air event. Smoking is prohibited on the fairgrounds, except for the designated smoking area across from the Fair Office. 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. Please note that we cannot accommodate technology, including point of sale systems that predate 1999.

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, 2025. 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 Fine Art and Craft Market 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.

