



Columbia County Agricultural Society, Inc.

P.O. Box 257
Chatham, NY 12037
(518) 444-FAIR
www.columbiafair.com

February 17, 2025

Vendor Application & Policy Memorandum

All Vendors:

We hope this communication finds you well and hope you are as excited about the 2025 fair season as we are. The 183rd fair will be here before we know it. We are in the midst of preparing for another great fair. Last year we saw amazing attendance, which in part was due to the beautiful weather, but more importantly because of each of you and the amazing variety of products you offer to patrons.

In 2025 we continue to strive to make improvements, with some minor changes. One of the areas that the Society has been striving to improve is cutting costs and becoming more efficient. In 2023 and 2024 we attempted to utilize a 3rd party vendor to computerize our Vendor Application process. We have listened to our customers (you) and understand the challenges that process created, for you and us! In 2025 we will alter the process. We will continue to complete this process digitally (no going back to paper applications!), but will be completing this process with the use of email and Google Forms. No online portal through eventhub.

All prospective vendors requesting to be a part of the 2025 Columbia County Fair must complete this application form via our link to the Google Form. All returning and new vendors will complete the form and submit their deposit (50%) prior to April 1, 2025 to guarantee their space. This application is **Step 1** of the process. Completing this application does not guarantee acceptance. You will receive notification and request for payment once approved. Please refer to the updated [Vendor Policy Manual](#) for all rules and pricing structure. All inquiries shall be made to Vendor@columbiafair.com.

The new Vendor Policy has been completely re-written and updated. There is a lot of new helpful information in the policy for 2025. Along with this new information there is clarification regarding old policies. We require all Vendors to read the new policy in its entirety. In 2025, the Columbia County Agricultural Society's (CCAS) Board of Directors adopted a new pricing structure for all Vendor booth rentals. This pricing structure has not been overhauled and updated in several years. After thorough research of other fairs in the region, the Society elected to stay with a flat fee, and not choose a process based on retail sales. Please see the [Fee Schedule](#) attached to the Vendor Manual.

Along with the the application and policy changes, we have invested into improving logistics, administration and equipment. These improvements are intended to better assist Vendors before and during the Fair. Some of these improvements are:

- Hiring and appointing Mrs. Melinda Kerner as -Fair Vendor / Concession Manager
 - This will allow for a dedicated Vendor liaison to assist you
- New phone system with dedicated line and voicemail for Vendors
 - 518-444-FAIR (Option 5)
- Specific email for Vendors with direct access to the Vendor / Concession Manger
 - Vendor@columbiafair.com



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We understand and appreciate that there may be questions and concerns with any of these changes. We know that changing the 183 year old fair is not easy. Our intent is not to complicate matters, but to make improvements that will improve the system and make the process more efficient for all of us.

As a reminder, in 2024 we altered the beverage sales and ice process. Those 2024 changes continue this year and are covered in the new Vendor Policy Manual. A highlight of those changes are below:

- The sale of beverages refers to water and soft drinks. The sale of any alcoholic beverages remains the same and is detailed in the Vendor Policy.
- There is no contract or exclusive policy requiring vendors purchase any water or soda from Valley Beverage Inc. (Pepsi) or any other supplier.
- We are considered an 'Open Sale' fair for beverages. Food and beverage vendors may purchase for resale any brand, type, size or kind of beverage.
- The CCAS will NOT dictate pricing structure of your beverage item for sale.

CCAS Fair Recommendations:

- Valley Beverage Inc. is the preferred beverage supplier of the Columbia County Fair
- They can be contacted at:
Valley Beverage Inc.
Jay Trendel - 518 296 8150 or email at valleybeverages@midtel.net
- If you wish to continue to purchase water or soda for the Fair through Valley Beverage please contact them ahead of the fair.
- If you wish to discontinue receiving beverage supplies from them and require the removal of their soda fountain machine or coolers from your food booth please contact before the fair.
- Any and all communications regarding beverage purchase through Valley Beverage shall be done directly between the fair vendor and Valley Beverage Inc.

Ice Service:

In an effort to assist vendors as much as possible, the following recommendations are made:

- Vendors should plan to bring or provide their own ice before the fair if possible
- Apple Ice will operate on the grounds as a private 3rd party Vendor as they did in 2024
- There are two commercial businesses within walking distance of the fairgrounds
 - Price Chopper on the south end outside of the Route 66 gate
 - Stewart's Shops just outside the main entrance on Church Street

Refer to the Vendor Manual for more information on any purveyor or service



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In closing, we do continue to look for ways to improve the fair and keep an affordable fair experience for our local community; all while trying to maintain a positive fair experience for vendors and patrons alike. If you have concerns or suggestions regarding our fair that can assist us in improving future fairs please do not hesitate to reach out and provide feedback.

The 2025 Vendor Manual, Fee Schedule and new Vendor Application are all available on our website at <https://columbiafair.com/vendors-concessions/>

Respectfully,

Eric J. Barnes

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