

2026 Northeast Florida Fair – Outdoor Vendor Packet

Fair Dates: October 8 – 18, 2026

Location: Northeast Florida Fairgrounds, Callahan, FL

Website: www.neflfair.org

Contact: Alicia_Head@neflfair.org | (904) 879-4682

Thank you for your interest in being part of the **2026 Northeast Florida Fair!**

Each year, our fairgrounds come alive with the sounds, sights, and smells of our community—families, farmers, crafters, food vendors, and small businesses coming together to celebrate everything that makes Northeast Florida special.

As an Outdoor vendor, you are an important part of that experience. Whether you're showcasing handmade crafts, promoting your business, or sharing delicious treats, your participation helps create the lively and welcoming atmosphere that our fair is known for. This packet contains everything you need to know about setting up, operating, and closing your booth at the fair. Please review each section carefully, including setup instructions, deadlines, insurance requirements, and fair policies.

The **NEFFA Vendor Committee** is committed to supporting you throughout the process and ensuring you have a positive, successful experience. Should you have any questions before or during the fair, don't hesitate to contact us — we're here to help. All vendors **must present their vendor admission tickets at the gate** to enter the fairgrounds.

- Gates are **manned two hours before opening** each day.
- The **tickets provided by NEFFA** serve as your **official entry passes** for you and your staff. (25)
- You **WILL NOT** be admitted to the fairgrounds without your ticket — **no exceptions.**
- Vendors are responsible for distributing tickets to their own staff before fair week begins. If you need more than what is allotted, you must disclose at the time of signing the contract and submitting payment. **NO** Discounts after June 1st.

We look forward to welcoming you to the 2026 Northeast Florida Fair and thank you for being part of our growing community of vendors, exhibitors, and supporters. Together, we make this event one of the most anticipated celebrations in our region!

— The **Northeast Florida Fair Vendor Committee**

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Important Dates

Item	Deadline / Date	Notes
Vendor Applications Open	February 1, 2026	Until spaces are filled
Contract & Full Payment Due	June 1, 2026	No partial payments
Certificate of Insurance (COI) Due	June 1, 2026	Must be submitted with completed packet and full payment.
Booth Assignments Completed	August 2026	Assigned by Vendor Committee
Vendor Check-In & Setup	October 7–8, 2026	9:00 AM – 6:00 PM
Fair Opens	October 8, 2026	Opening day
Tear-Down	October 18, 2026	After fair closes (no early breakdowns)

Booth Rental Information

Insurance & Liability

A valid Certificate of Insurance (COI) must be submitted at the same time as the completed packet and full payment, no later than June 1, 2026. Late COIs will not be accepted.

- COI must name the Northeast Florida Fair Association and the Nassau County School Board as additional insureds.
- Minimum coverage: \$1,000,000 general liability.
- Vendors will not be allowed to set up without an approved COI on file.
- NEFFA and the Nassau County School Board are not responsible for any loss, theft, damage, or injury.

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Setup & Teardown Guidelines

Setup: October 7–8, 2026 | 9:00 AM – 6:00 PM

Tear-Down: After fair closes, October 18, 2026 (no early breakdowns)

All vehicles must be off the fairgrounds by 4:00 PM on Opening Day (October 8).

Vendors must unload quickly and move vehicles to designated vendor parking.

Booths must remain fully assembled and staffed during all open hours.

No open flames, propane, or cooking are allowed inside indoor vendor areas.

Refund Policy

- All payments are final after June 1, 2026.
- No refunds will be issued for cancellations, no-shows, or failure to provide required documents (including COI).
- No refunds will be given for weather-related cancellations.
- Refunds may only be considered before June 1, 2026, in cases of verified emergency and at the discretion of the Northeast Florida Fair Association.
- If the event is canceled by NEFFA due to unforeseen circumstances (e.g., government order), NEFFA reserves the right to reschedule or refund at its discretion.

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Vendor Contract

Vendor: _____ Date: _____
Owner: _____ Cell #: _____
POC: _____ Cell #: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Email: _____

Length of Entire Set Up: _____

List of Items You Wish to Vend:

(Please list **all** products, services, or materials you plan to sell, display, or distribute. Only items listed here and preapproved by the Vendor Committee may be offered at your booth. Vendors are only allowed to sell preapproved items.)

By signing below, you agree to abide by the Vendor Rules and Regulations for the 2026 Northeast Florida Fair as stated in this packet.

I/We understand and agree to indemnify and hold harmless the Nassau County School Board and/or the Northeast Florida Fair Association (NEFFA), and any of their agents or employees, from and against all claims, damages, losses, and expenses (including attorney fees) arising out of or caused in whole or in part by my/our use, negligent act, or omission, or that of anyone employed by me/us.

I/We further understand and agree that the Northeast Florida Fair Association and/or the Nassau County School Board, and/or any agent or employee thereof, shall in no way be liable or responsible for any loss, damage, injury, or any other claim of whatsoever kind or nature arising out of the time we are working at the Northeast Florida Fairgrounds.

Authorized Official's Signature: _____ Date: _____
Printed Name: _____

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Space Rental Information

- **Outdoor Vendor Fee:** \$50 per foot of frontage (tent or trailer).
- **Minimum space requirement:** 10 feet frontage.
- **Depth varies** depending on layout and electrical access.
- **Full payment required by June 1, 2026.**
- Spaces assigned by the NEFFA Vendor Committee based on product type and layout.

Make checks or money orders payable to:

NEFFA

Mail to: NEFFA – Attn: Vendor Committee

PO Box 1070, Callahan, FL 32011

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Fair Dates (2026)	Vehicles Allowed Inside Fairgrounds	Fair Open to the Public	Vendor Building Closes	Fair Closes
10/8/26 (Thu)	9:00 AM – 3:00 PM	5:00 PM	10:00 PM	11:00 PM
10/9/26 (Fri)	9:00 AM – 3:00 PM	5:00 PM	11:00 PM	1:00 AM
10/10/26 (Sat)	9:00 AM – 10:00 AM	12:00 PM	11:00 PM	12:30 AM
10/11/26 (Sun)	9:00 AM – 10:00 AM	12:00 PM	10:00 PM	11:30 PM
10/12/26 (Mon)	9:00 AM – 10:00 AM	12:00 PM	10:00 PM	11:30 PM
10/13/26 (Tue)	9:00 AM – 3:00 PM	5:00 PM	10:00 PM	11:30 PM
10/14/26 (Wed)	9:00 AM – 3:00 PM	5:00 PM	10:00 PM	11:30 PM
10/15/26 (Thu)	9:00 AM – 3:00 PM	5:00 PM	10:00 PM	11:30 PM
10/16/26 (Fri)	9:00 AM – 3:00 PM	5:00 PM	11:00 PM	1:00 AM
10/17/26 (Sat)	9:00 AM – 10:00 AM	12:00 PM	11:00 PM	12:30 AM
10/18/26 (Sun)	9:00 AM – 10:00 AM	12:00 PM	10:00 PM	11:00 PM