

To: All Local **Non-Profit** Organizations  
From: **The Topsfield Historical Society**  
Subject: **56th ANNUAL STRAWBERRY FESTIVAL & CRAFT SHOW**



**What:** Preparations are underway for the **56th** Annual Strawberry Festival and Craft Show!  
**When:** **Saturday, June 14, 2025 from 10:00 a.m. to 4:00 p.m. Topsfield Common (rain or shine).**

Non-profit 10 x 10' spaces are on the outer edge (Route 97 side) of the Common and available on a first-come basis.  
Each non-profit space requires a **\$40 entry fee.**  
Space may not be reserved prior to the Festival. All entry fees are non-refundable.

All non-profit organizations must refrain from selling items that compete with the paid craft vendors.  
This would include face painting based on having a paying vendor onsite for this service.

The Masconomet Boys Soccer Team will be in attendance once again with children's games.

We encourage you to bring your own table(s). However, if you would like to rent one, the cost of an 8' x 30" table will be \$12.00 and this amount must be included with your entry fee. All rental tables will be delivered between 7:30 a.m. and 8:00 a.m. **If you are renting a table, please have a sign with the name of your organization visible so that we will know where to leave your table(s). If we are unable to find you, your table(s) will be available for you to pick up at the library side of the Common. Remember to bring your own chairs!**

Your table(s) will be picked up shortly after 4:00 p.m. at the end of the Festival.

**Please leave your display in place until the Strawberry Festival ends.**

---

**RAFFLES: IMPORTANT INFORMATION!**

If your organization is planning to **sell raffle tickets** at the Strawberry Festival, the Town of Topsfield requires that a valid raffle permit be issued by the town.

The permit, with the date, time, and location of the drawing should be displayed at your space.

Applications for new/renewal raffle permits are available in the office of the Town Clerk at the Topsfield Town Hall.

Applications for new/renewal raffle permits should be filed **at least thirty days prior to the event.**

Issuance is contingent upon full compliance with statutory requirements as outlined in Massachusetts General Law.

**Without a permit, you will not be able to sell raffle tickets at the Strawberry Festival.**

Note: In order to acquire a new raffle permit, a non-profit organization must have been actively functioning and registered in the state of Massachusetts for at least 48 months.

---

**PLEASE NOTE:** If your organization is participating in the Festival for **informational purposes only** and will not be selling anything, we will waive your entry fee.

However, please return this form so we can determine how many non-profit organizations we will have in attendance.

To register for a space: please complete section below and send with your personal or bank check for:  
**\$40.00 made payable to: 'TOPSFIELD HISTORICAL SOCIETY'**

Questions? please contact Jan Smallman at **chairman.strawberryfest@gmail.com**

We look forward to another great Strawberry Festival and hope you can join us on June 14<sup>th</sup>!

---

**PLEASE RETURN THIS SECTION ALONG WITH YOUR CHECK NO LATER THAN MAY 1, 2025**

**TO: Jan Smallman - STRAWBERRY FESTIVAL - 20 Highland Ave. - Newburyport MA. 01950**

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Items your organization will be selling: \_\_\_\_\_

Please reserve \_\_\_ table(s) @ \$12.00/table. Enclosed is our \$40.00 entry fee, plus \$\_\_\_ for tables = \$\_\_\_\_\_