

Additional Information:

How did you hear about this craft fair? _____

Have you participated in this craft fair before? If yes, please provide details (year, type of products sold): _____

Set up will take place on the morning of the Fest from 8:00am-9:45am. Do not arrive before 8am.

Tent: Will you provide your own tent? [___] or will you need to rent one for \$100? [___]
Please be sure that you read the rules and regulations about tents.

Rules and Regulations:**Set Up/Break down**

1. All vendors must sign in at the vendor check-in table prior to setting up. An official will direct you to your space.
2. Set up will take place the morning of Pollinator Fest from 8:00 am – 9:45 am. All vehicles must be away from the entrance to the field by 9:30 am. Do not arrive early in hopes to get to your spot to set up. You must check in with NHA staff before setting up.
3. You must be onsite and ready to open your table at 9:45 am as there may be some early guests.
4. Vendors must unload their vehicles completely and move/park their vehicle before setting up their booth.
5. All vendors are expected to remain during specified times barring medical emergencies. If you cannot be open during the required times, please do not submit an application.
6. Please come prepared to stay open until 5:00 pm. There will be no early breakdown.
7. For obvious safety reasons, vendors cannot bring their vehicles into the loading area until all patrons have cleared the area. Vendors should not move their vehicles to the loading areas until their tables are packed and ready to go right into their car.
8. There will be trash cans on site, do not leave behind any trash at your tables.

Parking

1. No vehicles, except food trucks, may remain by the entrance to the Fest. All vendors **MUST PARK** in the back parking lot area unless otherwise discussed.
2. Do not park your vehicle in the paved parking lot unless you are utilizing a handicap parking area.

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3. There will be NO vehicles allowed on the field. Please plan ahead and bring what you need to cart your items to your designated spot. We will not have hand carts available.

Additional Vendor Rules

1. **Display Area:** Display areas consist of one 10ftX10ft area on grass, outside. These areas will be marked out. You may not shuffle or move your area. All of your belongings must fit within your 10ftX10ft area. You may be tucked between other tents, so please plan accordingly.
 - a. NHA will provide one 6ft table only. Additional tables, displays, and chairs must be brought by the vendor.
2. A **10ftX10ft canopy is required** for all vendors. You may provide your own or rent one from NH Audubon for \$100. If you plan to rent one, please make sure you select that option above.
 - a. No slant leg canopies will be allowed. Canopy must have vertical legs.
3. Vendors are responsible for ensuring that **canopies are adequately weighted**.
 - a. 20-40 pounds recommended per leg to ensure safety and that the canopies don't blow over
 - b. Stakes should not be used.
4. Vendors are required to post an identification sign in a prominent place stating the vendor's business name.
5. Displays must be professional and aesthetically pleasing. Handwritten signs must be neat and attractive.
6. Vendors must post prices in a legible manner and in a visible place within their booth.
7. You may not share a space with another vendor.
8. Only items listed on your application are eligible to be sold.
9. Vendors are expected to keep their tables clean and litter free. Walkways must be kept clear for visitors, staff, and emergency personnel. All vendors are responsible for removing any trash from their spaces into trash barrels provided by NHA.
10. This is a non-political event. No vendors displaying political advertising will be permitted.
11. NH Audubon reserves the right to cancel any vendor agreement/partnerships/sponsorship at any time, for any reason.
12. Pets are not allowed on site, however: officially designated "service animals" are permitted.
13. Children should be attended to at all times.
14. Megaphones and electronic amplification are not permitted. No radios, tape players, offensive noise, or distractions are permitted in booth spaces. Common courtesy to event attendees, volunteers, and fair personnel is expected of all participants.
15. Smoking is allowed in designated smoking areas only.

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16. Alcoholic beverages and/or drugs and/or drug paraphernalia are not permitted on the property. Vendors will not be allowed to consume, serve or sell alcoholic beverages of any kind on fair property. Vendors are not permitted to bring alcohol to the premises.
17. NH Audubon holds the right to take photos and videos for advertising purposes.
18. There are no refunds for cancellations of vendor tables.
19. There will be no Power/Electric available to the vendors. Please plan ahead.
20. NH Audubon and Pollinator Fest and their staff are not responsible for any injury, loss, or damage to personal property.

Any violation of the rules and regulations stated above will exclude vendors from participating in future shows and may result in the loss of exhibit space without a refund. Your request to exhibit or sell will imply acceptance of these rules and regulations. Vendors who do not abide by our rules may be asked to leave and will not receive a refund.

Agreement:

By signing and initialing this application, I agree to abide by the rules and regulations of the NH Audubon Pollinator Fest and understand that this application does not guarantee a spot as a vendor. I understand that I will be notified of my application status by May 1, 2026.

Name: _____

Signature: _____

Date: _____

Deadline for Application Submission: April 12, 2026

Please send completed applications to: Lauren at LKraemer@nhaudubon.org.

- *Mailed copies will not be accepted.*
- *ALL PAGES of this application are required.*

Cost:

- *10ftX10ft spot is \$65.*
- *Renting a tent from NHA is \$100.*
- *Payment link will be sent out separately.*

Initial: _____