



**Photos:**

Please attach **three high-quality photos** of your products and setup. Photos must be included for your application to be considered.

**Additional Information:**

How did you hear about this craft fair? \_\_\_\_\_

Have you participated in this craft fair before?

-  Yes

-  No

If yes, please provide details (year, type of products sold):

\_\_\_\_\_

When would you like to set up?

-  Friday, December 13, 2:00 pm – 4:00 pm

-  Saturday, December 14, 8:00 am – 10:00 am

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

1. All vendors must sign in at vendor check-in table prior to setting up. An official will direct you to your space as needed.
2. Set up will be available Friday 2:00 pm – 4:00 pm or Saturday 8:00 am – 10:00 am. All vehicles must be away from the front doors by 9:30 am.
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 3:00 pm. For obvious safety reasons, vendors cannot bring their vehicles into the to the loading areas until all patrons have cleared the area.
7. There will be no early breakdown.
8. Vendors should not move their vehicles to the loading areas until their tables are packed after 3:00 pm.
9. 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 loading/front doors. 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.

## **Additional Vendor Rules**

1. Display Area: Display areas consist of one 6ft table.
2. We will provide one table and two chairs per booth. If you do not wish to utilize them, please let us know and we will remove them.
3. Displays must be professional and aesthetically pleasing. Handwritten signs must be neat and attractive.
4. Vendors must post prices in a legible manner and in a visible place within their booth.
5. Reselling or subleasing booth space is not permitted. You may not share a space with another vendor.
6. 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 their own trash.
7. No raffles in exchange for money may be held at your table, however prizes may be given away at random for no money purchases are allowed.
8. We appreciate hosting this opportunity to showcase your crafts and talents at the McLane Center. We ask for your help to continue to preserve local wildlife in New Hampshire by donating an example of your work to be raffled off to attendees.
9. This is a non-political event. No vendors displaying political advertising will be permitted.
10. NH Audubon reserves the right to cancel any vendor agreement/partnerships/sponsorship at any time, for any reason.
11. Pets are not allowed on site, however: officially designated “service animals” are permitted.
12. Children should be attended to at all times.
13. 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.
14. Smoking is allowed in designated smoking areas only.

15. 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 on the premises.

16. NH Audubon holds the right to take photos and videos for advertising purposes.

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 this application, I agree to abide by the rules and regulations of the NH Audubon Holiday Craft Fair 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 October 18, 2024.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deadline for Application Submission: October 11, 2024

Please send completed applications to: Lauren at [LKraemer@nhaudubon.org](mailto:LKraemer@nhaudubon.org).

*Mailed copies will not be accepted.*