



Meredith Parks & Recreation 2016 Craft Show Vendor Agreement

We will be holding our 5th annual Craft Fair on Saturday November 19th from 9am-2pm at the Meredith Community Center, One Circle Drive Meredith, NH 03253. The Meredith Parks & Recreation Department reserves the right to deny any vendors whom we feel are inappropriate for our environment. **The premise of this craft fair is homemade/handmade crafts, foods and items – we are looking to help local crafters while stimulating the economy and giving back to our community.** Please be advised of the following:

*All spaces are 10'x10' and the fee schedule is as follows: \$30 w/electrical outlet access and \$20 without electrical outlet access. Space fees are non-refundable. If you need more space, 2 spaces must be rented and you must indicate on the agreement that you would like them side by side. Checks and cash only – checks must be made out to Town of Meredith.

*Time is provided for crafters to set up their space during the following times: Friday November 18th 5:30 pm-8:00 pm and Saturday November 19th from 7 am-8:45 am. Crafters must be set-up and ready to sell at 9am on Saturday November 19th. The Meredith Parks & Recreation Department is not liable for lost, stolen or damaged merchandise or equipment. Setting up and leaving your merchandise and/or equipment overnight is at your own risk.

*No vendor will be allowed to set up their space until the rental agreement is signed and fees have been paid in full. **Agreement and fees are due back November 5th by 1pm.**

*Vendors are responsible for set-up and breakdown of their own table and merchandise. No crafters may take down prior to the end of the fair at 2 pm. Vendors must provide all their own tables, chairs etc...

*Each vendor is asked to make a donation of merchandise to be used for a raffle drawing. Proceeds from the raffle will benefit the After School Program/Camp trip fund, to help replace those trips that have been eliminated over the last few years due to budget reductions. The donation of your choice must be received by November 12th at 1 pm. (Please email sp Perkins@meredithnh.org if you have concerns with the donation timeline)

* The Meredith Parks & Recreation Department will not be held liable for lost, stolen or damaged merchandise during set-up, break down and during the craft fair. We also make no guarantee of attendance or sales at the craft fair. Feel free to help spread the word to increase attendance and possible sales!

*We advertise through The Laconia Citizen, The Meredith News, The Laconia Daily Sun, The Weirs Times, NHtodo.com, Festivalnet.com, The Town of Meredith website, The Meredith Parks & Recreation Facebook Page. Flyers are posted throughout town and distributed to the Inter-Lakes School District as well as signs placed in surrounding towns. **Each vendor is asked to advertise as well and copies of flyers are provided for you. The more the word is spread... the more visitors we have!**

*Vendors must park in designated vendor parking areas.

Please complete the attached form and sign, if in agreement to the above. Detach and return with payment (made payable to Town of Meredith) to: Sarah Perkins Program Director c/o Meredith Parks & Recreation, One Circle Drive Meredith NH, 03253.



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Agreement and fees are due back November 5th by 1pm

Vendor's Name _____ Business Name (if applicable) _____

Address: _____

Phone Number _____ Alternate phone _____

Website (if applicable) _____

Facebook page/name? _____

Email _____ (please provide an email that is checked regularly)

Number of spaces _____ If more than 1, side by side spaces? _____ Electrical needed? _____

Please describe what you will be selling:

May we use you and/or your business name in our advertising? _____

Would you be interested in other events such as this? (Best contact method) _____

Signature _____ Date _____

For office use only:

Date Form Received: _____ Date Payment received: _____ Check #/cash: _____

Donation: _____ Donation received: _____

Number of spaces: _____ Assigned space: _____