

VENDOR AGREEMENT APPLICATION FORM
Market Fest & Holiday Craft Fair
at Rockingham Acres Gardens
161 Rockingham Rd, Derry, NH 03038

Name: _____

Phone: _____ email: _____

Street Address: _____

City: _____ State: _____ Zip _____

What will you be selling? _____

Event Hours: 10am to 3 pm Event Dates: *Please circle all dates you wish to attend:*

Saturdays: Oct 9 Oct 16 Oct 23 Oct 30 Nov 6 Nov 13 Nov 20 Nov 27
Dec 4 Dec 11

Sundays: Oct 24 Nov 28 Dec 5 Dec 12

Number of 10' X 10' Spaces required _____

Multiply by Total Number of Days _____

Multiply by \$30 (\$35 with electricity, limited) = _____
Total Amount Enclosed

Payment information: *Please make checks payable to: **Rockingham Acres***

Mail application by Oct 15th with payment to: 161 Rockingham Rd, Derry, NH 03038

or drop off at the "Fall Meet-n-Greet" Oct 13th from 1 to 5 pm & meet our staff, view our location & layout, learn about parking & site set up, meet other vendors, and ask any questions you may have.

Confirmation:

You will receive confirmation in writing once your paid application is received. Space numbers will be assigned on a first come, first serve basis, and are subject to change.

*If you need additional information please contact:
Jean Smith at 603 434-2817 or email rockinghamacres@hotmail.com*

VENDOR ACKNOWLEDGMENT OF RULES

Market Fest & Holiday Craft Fair

at Rockingham Acres Gardens in Derry, NH

By signing this agreement I am saying that I understand and will comply with all the rules set by the Market Fest & Holiday Craft Fair committee. Any violation of these rules could mean I will be asked to leave the event or banned from participating in future events.

- ★ Bathrooms are portable units located outside the building. We do supply a handicap unit. Bathrooms are cleaned hourly. They are not heated.
- ★ Sale of firearms, alcohol, weapons, fireworks, obscene materials, drug related items or live animals are strictly prohibited. vendors will be asked to leave, without refund, if they do not follow these guidelines
- ★ **Vendor parking is designated in a separate area from customer parking and, once you've parked, will be closed off to all use at 9am sharp until event closes for the day at 3pm and customers have left. This will keep spaces open to more of your customers during the event.**
- ★ **Set up time is the morning of your event from 7am to 9am. If you arrive later than 9am, vendor parking will be closed and you will not be permitted to unload & set up.**
- ★ If you are registered for back to back events you may leave your items. Cover items with a waterproof tarp.
- ★ Our venue is a greenhouse and, as such, is subject to some roof drips during periods of heavy or prolonged rain. We suggest you bring a waterproof tarp in the event of rain, and we'll arrange it over your display area for you. If you don't have one, please let us know 48 hours in advance and we will provide one.
- ★ Please notify us if handicap vendor parking is required.
- ★ You are responsible for cleanup of your space. We do not have a dumpster. Take your discards with you.
- ★ Bring your own chairs.
- ★ Bring your own table(s). If you need a table, we can provide wire grid topped greenhouse benches. Please notify us 48 hours before your event so we can move it safely through the vendor area for you without disturbing any displays.
- ★ Vendors selling food or skin products must carry liability insurance & provide certificate of such designating Rockingham Acres as additional insured.
- ★ Food vendors must provide licenses
- ★ *****Spaces are assigned when vendor registration & payment are received, including:
 1. payment
 2. application form
 3. signed vendor acknowledgment of market fest & holiday fair rules
 4. insurance certificate and/or food license if applicable

I acknowledge and will abide by all rules stated in this agreement.

Signed _____
