



Saturday, October 3, 2020



Festival Underwriter



## CRAFTER APPLICATION

**Application deadline is Friday Sept 4, 2020, or while space is available**

Date: \_\_\_\_\_ Email: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Website: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Check Here	CATEGORY <i>Vendor type and rate will be at the discretion of the GDCC and the Apple Harvest Day committee</i>	EARLY BIRD FEE <i>(if received by 7/31)</i>	STANDARD FEE
	<b>Handcrafter or Artisan</b> Handmade items created by applicant	<b>\$140</b>	<b>\$190</b>
	<b>Food Crafter</b> Handmade, pre-packaged food not meant for on-the-spot consumption		
<b>Chamber Member Discount – 25%</b> Subject to verification – must be current member in good standing			
	<b>TOTAL FEE</b>		\$ _____

**Please give a short description of the items you will be providing:**

**Please make checks payable to: GDCC**

**Send all required items to:**

Greater Dover Chamber of Commerce  
 550 Central Ave, Dover, NH 03820

**Questions?** Call 603-742-2218 or email [info@dovernh.org](mailto:info@dovernh.org)

**Signature needed on 2<sup>nd</sup> Page**

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## Apple Harvest Day Rules & Regulations

Please initial each item to confirm you have read and understand  
Vendor Registration Policy

- **Payment must be received with application.** Vendor spaces are not final until a completed registration form, payment, and insurance coverage are received.
- **All vendors must submit a valid Certificate of Insurance and name Greater Dover Chamber of Commerce "Additional Insured." No exceptions!** Certificates must show a liability limit of \$1,000,000 per occurrence. You can request this addition to your current liability insurance provider or, you can access <https://www.dovernh.org/apple-harvest-day> and click the link to purchase a one day insurance policy at an estimated \$65 for the day. Please make sure we are able to match the Insured Name with the name on the vendor application.
- No rain date is scheduled. **This is a rain or shine event. There will be NO REFUNDS for this event for any reason.**
- **Final booth placement will be assigned two weeks prior to the festival date.** All requested booth spaces will be considered, but there are no guarantees of location. Confirmation e-mails including booth assignments and instructions will be provided by email and online at <https://www.dovernh.org/apple-harvest-day> not later than one week prior to the event.
- **Vendor type and rate will be at the discretion of the GDCC and the Apple Harvest Day committee.**

### Vendor Rules & Regulations

- All items related to vendor spaces must remain stationary throughout the event. **No "roaming" or "canvassing" is allowed.** Any violation of this will result in exclusion from next year's event.
- **No electricity or water hook ups are available.** Applicants are responsible for providing their own tent, tables, chairs, canopies, etc. **All tents and canopies must be properly secured and anchored.**
- **Generators, heating devices and open flames** are only allowed in the designated Food Court areas.
- **No spray foam, silly string, confetti, noisemakers, toy guns, swords, knives, etc. are allowed.** Items in violation of this rule will be removed by the Committee.
- **Confirmed vendors may begin booth set-up** no earlier than 6:30 am, the morning of the event. Booth set-up must be completed and all vehicles off the street by 8:00 am. Vendors arriving after 8:00 am forfeit their booth and will not be permitted to set up during the event.
- **Vendor booths must remain open and staffed until 4 pm.** Any vendor breaking down before 4 pm or not packed up and off the street by **5:30 pm** will be excluded from next year's event.
- **Booth areas must be kept tidy. Vendors must dispose of ALL trash and debris generated by their booths.** Failure to collect, remove, and dispose of all trash off-site will result in exclusion from next year's event.
- **No trailers, trucks, cars, or other vehicles permitted as booths or displays, with the exception of radio or TV broadcasting vans.** Specific exception requests may be reviewed by the Committee.
- **No guarantees** made with regard to product or industry exclusivity.
- **Gambling and games of chance are prohibited.** Raffles are allowed, but should be noted on application with type of raffle, date of drawing and contact person for any questions.

### FOOD PERMITS REQUIRED:

- **Vendors selling food and beverage items (including apples) must obtain (and display) a Dover Health Permit by calling the City of Dover at 603-516-6038.** For this permit, a copy of liability insurance will need to be submitted to the City prior to the date of the event. **Free samples do not require a permit.**
- Vendors selling **non-pasteurized products**, such as apple cider, need signage advising consumers of the non-pasteurized product.

#### Office Use Only

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

Paid by: Check # \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Booth Assignment: \_\_\_\_\_

Signature of Applicant

Name (Please Print)

Date