



Booth Assignment\_\_\_\_\_ check the alphabetical listing at <http://www.dovernh.org/apple-harvest-day>

**Please note**, some booth numbers may have been reconfigured. If you requested a specific space, every effort has been made to accommodate this.

## Vendor Information Package

### PARKING INFORMATION:

#### ALL VEHICLES MUST BE OFF THE STREET BY 8 AM

Due to the Apple Harvest Day 5k Road Race, your vehicles must be in their permanent location by 8:00am. You cannot move vehicles after 8:00am

**Do not block access to vendor spaces near you during setup or breakdown. Be courteous to your fellow vendors.**

**Check in with volunteer staff at one of the 2 locations below:**

- **Central Ave & Third St Vendors:** Enter from Central Ave at Third Street. **Park** at the Train Station parking lot at 33 Chestnut Street or at the Library/McConnell Center Lot at 44 Locust Street.
- **Henry Law Vendors:** Enter at Henry Law at Central and Washington. **Park** either on River Street on the South side of Henry Law Park, along Hanson Street or Kirkland Street, First Parish Lot on Boyle Street or at the One Washington Center lot or the Library/McConnell Center Lot at 44 Locust Street.
- **The Orchard Street parking garage is also available. HEIGHT RESTRICTION OF 7FT 6IN. Oversize vehicles or trailers must park in Train Station lot at 33 Chestnut Street.**

### FOOD/SERVICE VENDORS:

**All vendors selling ANY form of food or beverage for human consumption must obtain a Dover Permit and display a copy for public viewing at the event. A NH State Permit does not cover you in Dover.**

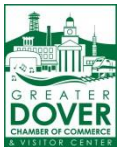
***FREE Samples do not require a permit***

Contact Inspector Jaimie Donovan, 603-516-6038 or email [J.Donovan@dover.nh.gov](mailto:J.Donovan@dover.nh.gov) to secure the Dover permit. Please mail a copy of the permit to the Dover Chamber at 550 Central Ave, Dover NH 03820 or e-mail it to [info@dovernh.org](mailto:info@dovernh.org) or fax to 603-749-6317.

#### Details:

- Food Vendors must obtain a Room & Meals Tax License and have it on-hand at the event. This can be obtained through the NH Dept. of Revenue at 603-271-3701. Non-Profits are exempt from the rooms & meals tax.
- Generators, grills, or open flames are only allowed within Henry Law Park or at the North End Food Court on Third Street, not in any other part of the festival.
- ***Vendors are responsible for removing their own TRASH. Festival trash receptacles are not intended for vendor trash.***

**Failure to follow any of the information provided here could result in no return invitation.**



Produced by:  
Greater Dover Chamber of Commerce & Visitor Center  
550 Central Avenue – Dover, NH 03820 – 603/742-2218 – [info@dovernh.org](mailto:info@dovernh.org)

Festival Underwriter





**8:00AM**  
 ALL VENDOR VEHICLES  
 MUST BE OFF CENTRAL AVE  
 & HENRY LAW AVE BY  
**8:00AM**

**Important Information:**

Please read all of the material carefully in advance of the event. Your cooperation is necessary to ensure a safe and successful event. If you have any questions, please contact a volunteer or use the numbers above.

**Arrival Time & Booth Assignment**

- Volunteers will be available to help you check-in and locate your booth at 6:30am. Earlier set up is on your own and may require a move if you are in the wrong spot.
- Do not block access to vendor spaces near you during setup
- Your vehicle **MUST** be off the street by 8:00am.
- The Festival opens at 9:00am.
- Vendors arriving after 8:00 am forfeit their booth and will not be permitted to set up during the event.

**Parking vehicles after setup (see map):**

- Park according to page 1 instructions.
- Place the AHD-Vendor parking sign on your vehicle dashboard with a telephone number to contact you the day of the event.

**Break Down**

- Vendors are required to dispose of their own trash and debris.
- Vendors must stay setup until 4:00pm. No exceptions.
- All Vendors must be off the street by 5:30pm.

**General Rules**

- There is no electricity or running water provided.
- Vendors must provide their own tables, chairs, canopies.
- All equipment must be secured in case of wind. Tents must be weighted.
- No amplified music/singing outside of festival stage areas.
- No roaming vendors allowed. All distribution of promotional materials must be limited to your booth.

**Weather**

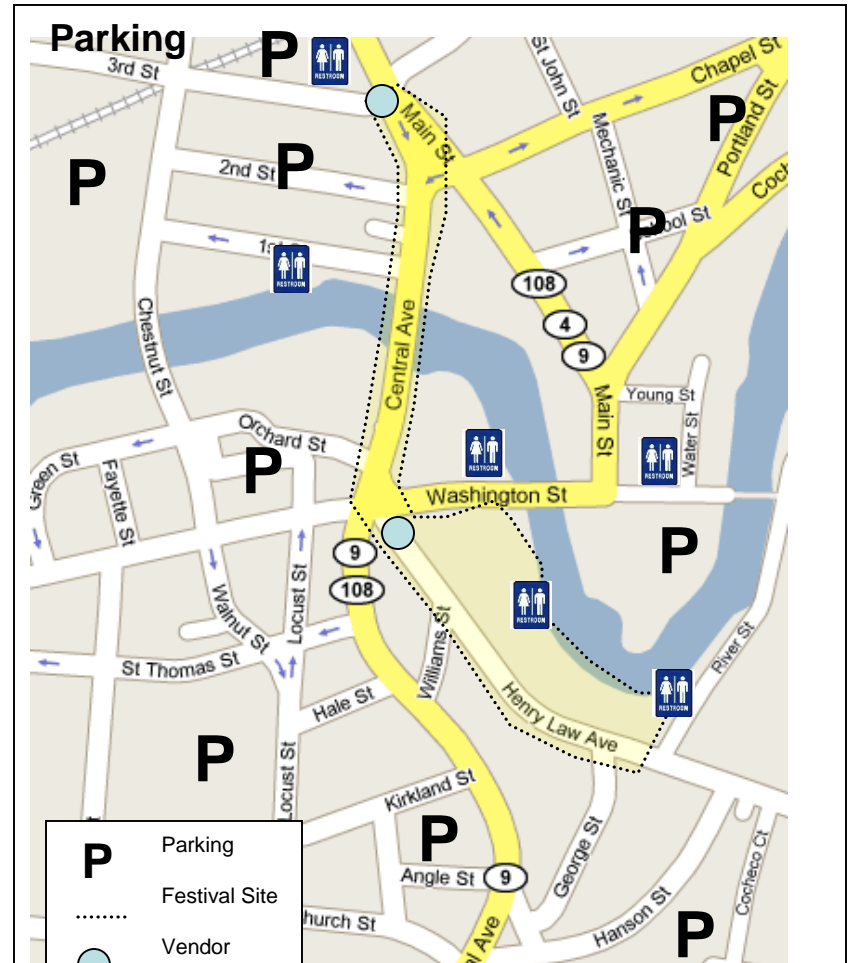
- Apple Harvest Day is a rain or shine event. There is no rain date.
- Should the weather put vendors, volunteers or public at risk, the event will be curtailed at the discretion of the Chamber. Vendors will be informed by volunteers. **NO Refunds** will be granted if event is curtailed.

**Booth Assignment:** \_\_\_\_\_ check listing on web site:

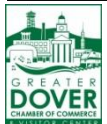
<http://www.dovernh.org/apple-harvest-day>

**Important Numbers**

Donna Rinaldi, Volunteer Center, cell	603-953-4164
Molly Hodgson, Chamber Director, cell	603-953-4709
Morgan Faustino, Events Manager, cell	603-953-3968



<b>P</b>	Parking
.....	Festival Site
●	Vendor Check-In
	Restrooms



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**Festival Underwriter**



# Parking

## St. Charles Church Parking – Central Ave



<b>P</b>	Parking
.....	Festival Site
●	Vendor Check-In
	Restrooms

Festival Underwriter





# AHD - VENDOR

**Day of Event Contact:**

Cell# \_\_\_\_\_ Booth# \_\_\_\_\_

**VENDOR'S MUST PARK IN LOTS  
DESIGNATED ON THE  
Vendor Information Package  
(Place on vehicle dashboard)**

# Increase Your Visibility!

Dear Apple Harvest Day Vendor,



Thank you for taking part in the 33<sup>rd</sup> Annual Apple Harvest Day. As the Festival grows we are always looking for new ways to market and share everything the Festival has to offer, including your booth! One of the most powerful and free ways to do this is social media. In this packet please find the social media reference card. On it is a hash tag and a reminder to also tag the Greater Dover Chamber of Commerce. Anytime you post about the Festival or share a picture of the Festival make sure to use the hash tag and tag us so people know you are participating in our Festival!

If you have any questions please reach out to Community Events Manager, Morgan Faustino by phone (603-742-2218) or by email ([events@dovernh.org](mailto:events@dovernh.org)).

We look forward to seeing you on October 7!  
The 2017 Apple Harvest Day Committee



APPLE HARVEST DAY



DOVER NH 2017



**BE SEEN @**

**#appleharvestday2017**



*Tag yourself with the **Greater Dover Chamber of Commerce***