



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

### Important Information:

Please read **ALL** of the materials carefully in advance of the event, **as some of the information has changed.** Your cooperation is necessary to ensure a safe and successful event. If you have any questions the day of the event, please contact a volunteer or use the volunteer contact number above.

#### Arrival Time & Booth Assignment

•Volunteers in **NEON GREEN** shirts, will be available to help you check-in and locate your booth at 6:30am. See map on page 2 for check-in locations. **Please Note, the road will not be closed to local traffic until 6:00am.** Unauthorized earlier set up is at your own risk and may require a move if you set-up in the wrong spot.

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

- Your vehicle **MUST** be off the street by 8:00am. No exceptions.
- The Festival opens at 9:00am.
- Vendors arriving after 8:00am forfeit their booth and will not be permitted to set up during the event.

#### Parking vehicles after setup:

- Park according to page 2 instructions.
- Place the **AHD-Vendor parking sign** (page 4 of packet) 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.

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

# 2018 Vendor Information Package

**Booth Assignment:** \_\_\_\_\_ check listing on web site:  
<http://www.dovernh.org/apple-harvest-day>

**Volunteer Contact Number: 603-312-3177**

**Please Note:** This phone will only be active on Apple Harvest Day. Any general questions leading up to Apple Harvest Day, please call the Chamber of Commerce at 603-742-2218.

### 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***

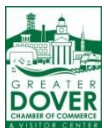
**Contact Inspector Jaimie Donovan**, 603-516-6038 or email [J.Donovan@dover.nh.gov](mailto:J.Donovan@dover.nh.gov) to secure the **Dover permit.**

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.***

Festival Underwriter



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)



## Booth Assignment \_\_\_\_\_

check the alphabetical listing at [www.dovernh.org/apple-harvest-day](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.

### PARKING INFORMATION:

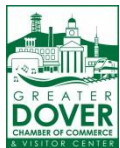
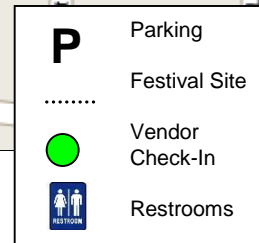
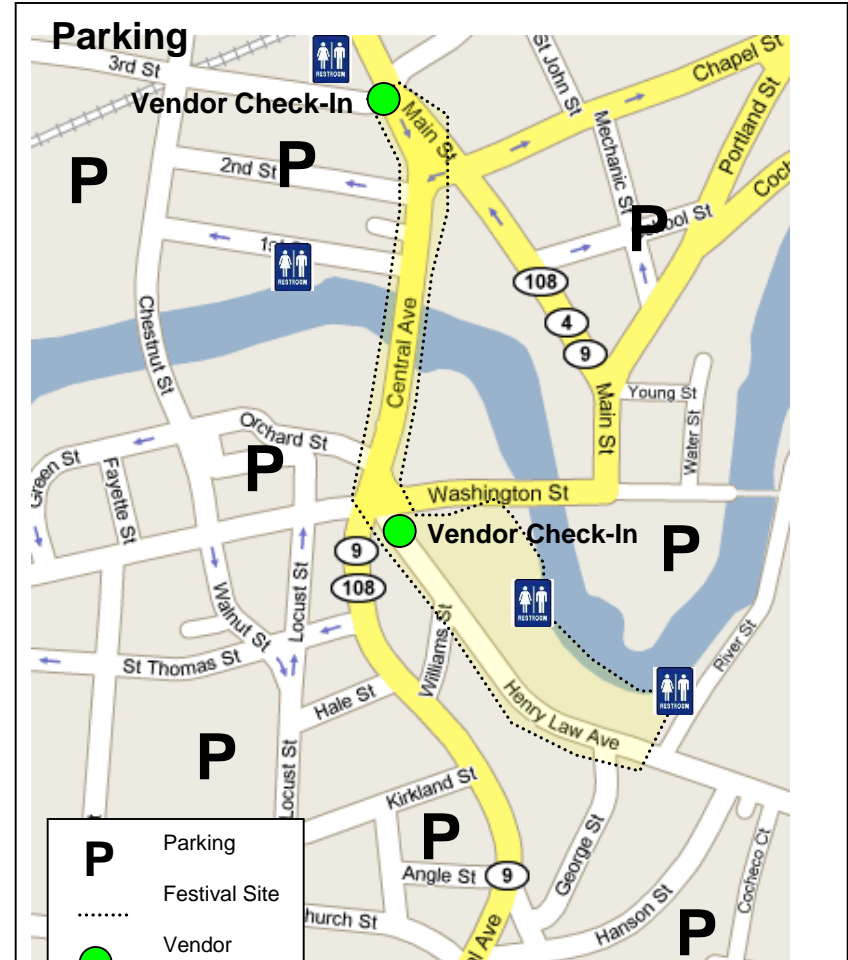
#### ALL VEHICLES MUST BE OFF THE STREET BY 8 AM

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.

**Please Note:** Due to local construction **many parking areas are no longer available**. We encourage you to use the parking lots referenced below. If those aren't available, on-street parking is **FREE** all day.

#### 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. **PLEASE NOTE:** There is no longer parking available at the 3<sup>rd</sup> Street Parking lot, due to new construction.
- **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 for all vendors. There is a **HEIGHT RESTRICTION OF 7FT 6IN**. Oversize vehicles or trailers must park in Train Station lot at 33 Chestnut Street.

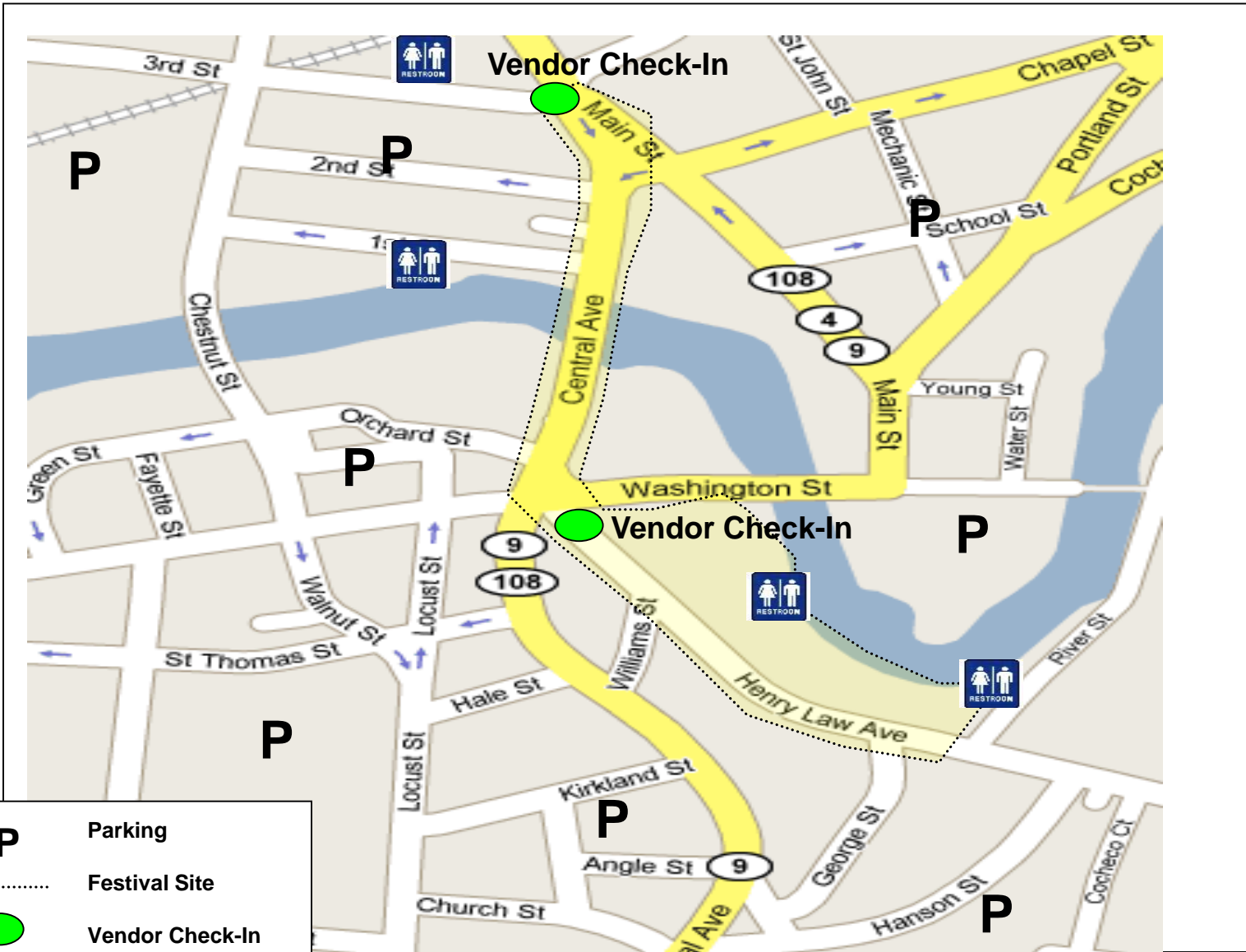


Produced by:  
**Greater Dover Chamber of Commerce & Visitor Center**  
 550 Central Avenue – Dover, NH 03820 – 603/742-2218 – [info@dovernh.org](mailto:info@dovernh.org)

**Festival Underwriter**



# Parking



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

Festival Underwriter



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 34th 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!

Below we have provided a social media post for you to share on all your social media platforms. Please copy and paste our fun social media post to any social media pages you may have. This is great way let everyone know you will be in attendance at one of the largest autumn craft fair in the Seacoast. Please make sure you like our Facebook page!

We look forward to seeing you on October 6!

- The 2018 Apple Harvest Day Committee

## **Social Media Post:**

Please come join us on October 6th for the 34th annual, family friendly, Apple Harvest Day in Dover, NH. The Festival has over 300 vendors, five stages filled with entertainment, a kid zone with inflatable attractions, pony rides, and roaming train, a 5k road race, delicious food and more! Please make sure to stop by our booth, post pictures and use the official #appleharvestday hashtag! For more information visit <https://www.facebook.com/doverappleharvest>. See you soon!

**Festival Underwriter**



# APPLE HARVEST DAY



— DOVER NH 2018 —

# BE SEEN @ #appleharvestday



Festival Underwriter



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