

Festival Underwriter



Saturday, October 5, 2019

CRAFTERS, NON-PROFITS, BUSINESS/RETAIL

VENDOR APPLICATION deadline Friday Sept 6, 2019

Date: _____ Email: _____

Business Name: _____ Phone: _____

Contact Name: _____ Website: _____

Mailing Address: _____ City, State, Zip: _____

Please select the proper category

Check Here	CATEGORY	EARLY BIRD DISCOUNT FEE (if received prior to 4 pm 7/31/2019)	STANDARD FEE (if received after 4pm 7/31/19 & before 9/6/19)
	Merchants Located in Festival Venue (Address must be Orchard St, First St, Second St, Franklin Plaza, or 353 to 478 Central Ave) <i>(FREE space, not be used or given to a substitute organization)</i>	Free (no-shows will be charged \$75)	\$75 (Subject to availability)
	Apple Orchard (selling apples)	Free (no-shows will be charged \$75)	
	Non-Profit Organization – 501c3 (limited availability – Priority given to Dover organizations TIN #: _____)	\$215	\$265
	Handcrafter or Artisan (items and objects created by applicant)	\$140	\$190
	Retail, Business Services, Commercial, and Manufactured Items	\$345	\$395
	Chamber Member Discount (subject to verification; must be current member in good standing)	25% off = \$ _____	25% off = \$ _____
	TOTAL FEE		\$ _____
	Money is due in full at time of signing. There will be No refunds for this event for any reason!		

- **Vendors are responsible for their own trash. If you don't take your trash with you, you will not be asked to return.**
- **All vendor spaces are 10' x 10' in size except in Food Courts. No electricity or water hookups are available.**
- **You must provide your own tent, tables and chairs. No electricity is available and no generators are allowed in main festival area, only in designated food court areas.**
- **No guarantees can be made regarding requested locations or accommodations.**
- **No guarantees can be made regarding product or industry exclusivity.**
- **See back page for REQUIRED INSURANCE information.**
- **Please give a brief description of your vendor booth at bottom of next page.**

<p>Office Use Only</p> <p>Date Received: _____</p> <p>Paid by: Check # _____</p> <p>Amount Paid: _____</p> <p>Booth Assignment: _____</p>
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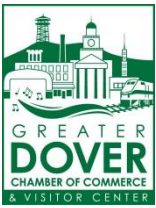
Please make checks payable to: GDCC

Mail 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

Required: Review and initial every item on the next page and complete with your signature



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Please review and initial the line next to each item.
Sign the bottom of the form and submit with payment



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Registration Policy

- **Payment must be received with application.** Vendor spaces are not final until a completed registration form, and payment are received.
- **Insurance must be received prior to event date**
- **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.**
- Booths will start to be assigned following the open application period that ends at 4 pm on July 31, 2019. No booths will be assigned prior to that date. All requested booth spaces will be considered. But no guarantees. 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 Rules & Regulations

Please initial each item to confirm you have read and understand.

- 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.**
 - **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.
 - **Generators, heating devices and open flames are only allowed in the designated Food Court areas.**
 - **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.
- PERMITS REQUIRED:**
- **Gambling and games of chance are not permitted.** Raffles are allowed, but should be noted on application with type of raffle, date of drawing and contact person for any questions.
 - **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. Additionally, vendors selling **non-pasteurized products, such as apple cider, need signage advising consumers of the non-pasteurized product.**
FREE Samples do not require a permit
 - **Food vendors also must have a valid Meals and Rentals Tax License,** which can be obtained free of charge from the NH Department of Revenue Administration at 603-271-3701.

Please give a short description of what you will be selling/displaying at your booth.

No guarantees can be made regarding requested locations or accommodation, and no product or industry exclusivity.

Signature of Applicant

Name (Please Print)

Date