

CRAFTERS, NON-PROFITS, BUSINESS/RETAIL VENDOR APPLICATION



Saturday, October 7, 2017



Festival Underwriter

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 7/31/2017)	STANDARD FEE (if received after 4pm 7/31/2017)
	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 a fee)	
	Non-Profit Organization – 501c3 (limited availability – Priority given to Dover organizations TIN #: _____)	\$165	\$215
	Handcrafter or Artisan (items and objects created by applicant)	\$140	\$190
	Retail, Business Services, Commercial, and Manufactured Items	\$295	\$345
	Chamber Member Discount (subject to verification; must be current member in good standing)	25% off = \$ _____	NO DISCOUNT
	TOTAL FEE		\$ _____
	Money is due in full at time of signing. There will be No refunds for this event for any reason!		
	<i>Check here if you do not wish to be contacted regarding the Festival Guide Advertising</i>		

- *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.*

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

Office Use Only

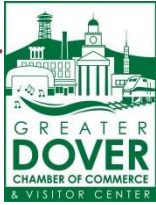
Date Received: _____

Paid by: Check # _____

Amount Paid: _____

Booth Assignment: _____

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



CRAFTERS, NON-PROFITS, BUSINESS/RETAIL

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



Saturday, October 7, 2017

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 as "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, 2017. 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

- All items related to vendor spaces must remain stationary throughout the event. **No "roaming" or "canvassing" is allowed.**
 - **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** at 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.**
Please give a short description of your booth to be shared on our web site or local publications.
No guarantees can be made regarding requested locations or accommodation, and no product or industry exclusivity.
 - **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.

Signature of Applicant

Name (Please Print)

Date