

36th ANNUAL OLD HOME WEEK CRAFT FAIR

August 13 and 14, 2016

Railroad Square Park, Alton Bay, NH

EVENT INFORMATION

Location: The Old Home Week Craft Fair is located in Railroad Square Waterfront Park on scenic Lake Winnepesaukee in Alton Bay, New Hampshire.

Description: There are 38 *juried vendor* spaces available. Spaces are located inside the Alton Bay Community Center, outside on the boardwalk and covered porch, and outside on the lawn of beautifully-landscaped Railroad Square Park.

Dates and Times: The Craft Fair will be held August 13 and 14, 2016, rain or shine. Craft Fair hours are Saturday from 9:00am-5:00pm and Sunday from 9:00am-3:00pm. Set up begins at 7:00am on Saturday. Spaces will be clearly marked, and you will receive a map confirmation three weeks before the Craft Fair. Crafters are expected to stay the hours of the entire fair as advertised.

Fee: \$85.00 per space. **Please make checks payable to: Town of Alton.** Please complete the application form and mail with full payment to Alton Parks and Recreation, PO Box 659, Alton, NH 03809. For more information, call our staff at (603) 875-0109. If you are interested in reserving the same space you had last year, please return the completed application to us by April 1, 2016. After April 1, 2016, spaces will be assigned on a first come basis.

Craft Fair Requirements and Quality Control: All items must be handmade by the crafter or his/her family. If the item is not handmade, it is not permitted, and you will be asked to remove it from your booth. Please respect this firm policy. If you are a first time exhibitor with us, please submit two photographs of your product to be juried and to assist us with space assignment. All photos will be returned on Saturday, August 13, at the Craft Fair.

Prohibited Items: Commercially-manufactured items are not to be sold or promoted at the Craft Fair. These items may include stuffed animals, toys, jewelry, etc. that are "Made in China" (or other countries). Also, promoting items or placing orders for customers out of commercial catalogs, etc. is not allowed. We may allow you, upon written request, to display a generic stuffed animal/toy, no brand names, to be used as part of an exhibit to demonstrate how your item is to be used, but *prior approval is required*. We market the Craft Fair as a quality, elite fair with handmade items, and we will not allow secondary market sales. This policy is strictly enforced.

Advertising: Craft Fair information will be promoted in local media, newspapers, etc., as well as various posters, signs and flyers.

Security: Security will be provided overnight. The Community Center will be locked. All canopies must be secured, as the breeze off the lake can be strong at times. All items should be covered and tied down.

Alton Parks and Recreation, PO Box 659, Alton, NH 03809 • Phone: 603.875.0109 / Fax: 603.875.0242
Email: parksrec@alton.nh.gov • Website: www.alton.nh.gov (under Government, click on Parks & Rec)

Waiver and Release of Liability: The Town of Alton, its officers, employees, agents, volunteers and supervisors, except in case of their sole negligence, are indemnified and held harmless against all losses, damages, fees and other expenses, arising out of or in connection with your participation in the Craft Fair. Submission of your application constitutes acceptance to these terms.

Parking: Parking is available across the street from the Community Center in the parking lot between Pop's Clam Shell and the Christian Conference Center sign.

Other: Complimentary coffee, tea and donuts will be available for vendors during set up on Saturday morning. Coffee and tea (no donuts) will be available on Sunday during Craft Fair hours. There are a number of take out food services in Alton Bay. Restrooms for crafters only are located in the Community Center. Public restrooms for customers are available next to Shibley's Ice Cream Stand, which is across the street from The Pavilion building at the end of the public parking lot. Your feedback is important; please contact us if you have suggestions that will improve the event for next year.



Looking forward to another great fair!



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EVENT APPLICATION

Thank you for your interest in our Craft Fair. Please complete this form legibly and mail (with payment) to Alton Parks and Recreation, PO Box 659, Alton, NH 03809. Give as much information as possible, so we can keep our records current with all your information. If you are a first-time vendor with us, please submit two photos of your product to be juried, which will also assist us with space assignment. *Thank you!*

Contact Information

Contact Name: _____ Best Contact Phone: _____

Business Name (if different from Contact Name): _____

Mailing Address: _____

Email address: _____ Website: _____

Size of Space Requested

Please indicate your requested choice of space. Please also indicate a second choice of space, should your first choice be unavailable. Indicate 1 for first choice and 2 for second choice. Repeat vendors requesting last year's space must return this form by April 1, 2016 to ensure availability for that space. If you are requesting more than one space, please indicate that number under the quantity column.

Please note: All space sizes are approximate.

<u>Choice</u>	<u>Size</u>	<u>Location</u>	<u>Vendor will have canopy</u>	<u>Height of canopy</u>	<u>Qty</u>
_____	8' x 6'	Inside Community Ctr (limited)	n/a	n/a	_____
_____	10' x 6'	Covered Porch	n/a	n/a	_____
_____	10' x 10'	Outside Boardwalk	<input type="checkbox"/> yes <input type="checkbox"/> no	_____ ft	_____
_____	10' x 10'	Outside Lawn	<input type="checkbox"/> yes <input type="checkbox"/> no	_____ ft	_____

Craft Description

Please provide a description of your craft(s): _____

