

38th ANNUAL OLD HOME WEEK CRAFT FAIR

August 11 and 12, 2018

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 39 *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 Railroad Square Park.

Dates and Times: The Craft Fair will be held August 11 and 12, 2018, rain or shine. Craft Fair hours are Saturday from 9:00am-5:00pm and Sunday from 10:00am-3:00pm. Set up begins at 7:00am on Saturday. Spaces will be marked, and you will receive a confirmation map three weeks prior to the Craft Fair. **Important:** Crafters are expected to arrive on time and stay the hours of the entire fair as advertised. In severe cases, show hours are subject to change due to weather.

Fees: The registration fee is \$95 per space. **Make check payable to: Town of Alton.** Send completed application, signed waiver and full payment to Alton Parks and Recreation, PO Box 659, Alton, NH 03809. A \$30 fee will be assessed for any check returned for insufficient funds, and future payment will need to be made by money order or certified check.

Space Allocation: Repeat vendors interested in reserving the same space held last year must return a completed application, signed waiver and full payment by April 1, 2018. After April 1, 2018, remaining spaces will be assigned on a first come basis* for all vendors. ***Please note:** The type of product you are offering will also be taken into consideration when assigning space.

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. Crafters selling food or consumable products will need to obtain and display any necessary permits and/or licenses, and adhere to all health codes. 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 11, 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 automatically manufactured in this country or other foreign countries. No imports allowed. 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.

Vendor Booths: All canopies must be secured and/or weighted down, as the breeze off the lake can be very strong. All product and displays must fit within your designated space, and all booths must remain intact until closing time on Sunday, unless prior exceptions/arrangements have been made ahead of time.

Advertising: Craft Fair information will be promoted online and in local media and publications, 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 and closed, and all items should be covered and tied down overnight.

Parking: Parking is available in Alton Bay and on Letter "S" Road (located off Route 11, approximately one mile south of the Craft Fair site).

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 vendors 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.

Cancellation: All cancellations must be in writing. If you have to cancel prior to Saturday, please contact us as soon as possible at parksrec-asst@alton.nh.gov or 603-875-0109. Booth fees will only be refunded if your space can be filled by us with another crafter that is appropriate for that space. If a refund is issued, a \$20 administrative fee will be deducted, and your space may not be available to you on the following year.

Waiver: The Town of Alton, Alton Parks and Recreation, its officers, employees, agents, volunteers and supervisors are indemnified and held harmless against all injury, losses, damages, fees and other expenses, arising out of or in connection with your participation in the Craft Fair. You attest and verify that you and/or your minor child(ren) are physically fit to participate in this event. You give permission for yourself or your minor child to be treated by qualified medical personnel in the event that an emergency contact cannot be reached on your behalf. Submission of your application constitutes acceptance to these terms.



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, sign it and mail (with full payment) to Alton Parks and Recreation, PO Box 659, Alton, NH 03809. The registration fee is \$95 per space. **Make check payable to: Town of Alton.** 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, 2018 to ensure availability for that space. If you are requesting more than one space, please indicate the number of spaces requested in 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 spaces) | n/a | n/a | _____ |
| _____ | 10' x 6' | Covered Porch | n/a | n/a | _____ |
| _____ | 10' x 10' | Outside Boardwalk (along sidewalk) | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ ft | _____ |
| _____ | 10' x 10' | Outside Lawn | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ ft | _____ |

For returning vendors, please check this box if you are requesting the same space as last year.

Special requests or accommodations (where possible): _____

Craft Description

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

ATTENTION: SIGNATURE REQUIRED ON NEXT PAGE 

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)

Town of Alton



Board of SelectmenPO Box 659
Phone 603-875-2161**Town Administrator**1 Monument Sq. Alton NH 03809
Fax 603-875-0207 TDD 603-875-0111

INDEMNIFICATION/WAIVER OF LIABILITY
FOR PARTICIPATION IN A TOWN EVENT

Organization / Sponsor Name: CRAFT FAIR VENDORDate of Event: AUGUST 11 & 12, 2018

Participant's Name: _____

Address: _____

Telephone Number: _____

E-Mail: _____

I/We further agree to defend, indemnify and hold harmless the Town of Alton, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, court costs, and attorney's fees, including those arising from any third party claim asserted against the Town of Alton, its officers, employees, insurers, or self-insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above-described activities, whether or not caused by our act, omission, negligence, or other fault, or by the act, omission, negligence or other fault of the Town of Alton, its officers, its employees, or by any other cause.

Signature of Participant_____
Date_____
Signature of Participant_____
Date