



FACT SHEET, RULES & APPLICATION FOR VENDORS

Traditional New England Country Fair in Downtown Portsmouth's Historic Neighborhood

Applications Due: September 1, 2018
Event Date: Saturday, October 6, 2018

Time: Open to the public from 10:00 am to 5:00 pm

8:00 am: Site open for set-up. All vehicles must be off site by 9:30 am.

5:00 pm: Vehicles allowed back on site for take-down.

Where: Strawberry Banke Museum (SBM), a 10-acre site at 14 Hancock Street in Portsmouth, NH.

What: Traditional New England country fair complete with demonstrations and exhibits on historic crafts and industries, heritage breed and farm animal exhibits, livestock demonstrations, presentations on heirloom seeds and food preservation, modern craftsmen combining old skills and new techniques to enrich our lives.

Format:

- Fall Festival hosts visitors from around the region, the country and the world on the Saturday of Columbus Day weekend.
- Event admission is the same as museum daily admission with children under 5, members and active duty military/families admitted free.
- Museum houses will be open, plus we will have additional exhibitors and demonstrators located throughout the grounds.
- Event is held rain or shine.
- Like 2016, we are no longer partnering with Prescott Park Arts Festival's Chili Fest.

About Vending:

- Applications are on a first come, first reviewed and then accepted basis. This is not a guaranteed spot until application has been accepted and fee received.
- Acceptance confirmations will be sent as quickly as possible after the information is received, reviewed and processed.
- There is a \$70 Vendor Fee to participate in this event. Cash or Check is preferred.
- Vendors will be set up around the Puddle Dock Area. Vendors must provide their own 10 X 10 pop-up tent or umbrella.

Questions: Contact **Alena Shellenbean**, Manager of Special Events
ashellenbean@strawberrybanke.org (603) 828-2979



RULES FOR VENDORS

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1. Strawberry Banke Museum (SBM) reserves the right to accept or reject any application. Applicants will be assigned booth space on a first-come, first-assigned basis. SBM reserves the right to reallocate spaces as necessary.
2. Any accepted applicant not completely set up in their assigned place by 10:00 am on October 7th will be considered to have forfeited the right to occupy their designated booth space.
3. **No trailers, trucks, cars, vans or other vehicles will be permitted at vendor booths or display areas.** During booth setup (8:00-10:00 am) all vehicles must off load quickly and then be moved to the designated vendor parking area.
4. Raffles, gambling and games of chance are strictly prohibited.
5. **ABSOLUTELY NO PROPELLANT, NOVELTY ITEMS OR SNAPPING TOYS ARE PERMITTED TO BE SOLD AT SBM** (i.e. silly string, spray foam, etc.) Anyone selling or displaying any items or products deemed inappropriate by SBM risks removal from the event.
6. All participants are responsible for the clean-up of their designated space, including but not limited to cooking oils and charcoal, and must supply their own receptacles for this purpose.
7. **The Applicant agrees to remain open during the duration of entire event regardless of weather conditions unless the event is cancelled by Strawberry Banke Museum.**
8. SBM shall reserve the right to cancel this festival in the event of severe weather, including but not limited to rain, or other unavoidable circumstances. This right to cancel shall continue during the course of the event. SBM shall have complete and absolute discretion in determining if any such occurrence warrants cancellation. **The application fee of all accepted applicants is non-refundable as soon as SBM sends a letter or email of confirmation. No monies will be refunded should the event be cancelled.**
9. **Applicant agrees to indemnify and hold SBM harmless from any and all claims, actions, damages, liability and expenses in connection with any injury to person or property, including loss of life, associated with or arising out of this agreement hereunder.** Applicant shall indemnify and hold SBM harmless and shall pay damages, costs, expenses and reasonable attorney's fees that may be incurred or paid by SBM in connection with any litigations arising out of this application.
10. If applicable, a copy of a certificate of insurance for your business must accompany this application to be considered for participation.
11. All food vendors must have a current food permit with the City of Portsmouth (enclose a copy with your application.)
12. Alcoholic beverages will not be allowed at any time on the museum premises.
13. The sale of water by vendors other than SBM's Figtree Café will not be permitted.



VENDOR APPLICATION
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in Downtown Portsmouth's Historic Neighborhood

Please complete and return by September 1st.

Business/Organization Name: _____

Contact Name: _____

Phone Number: _____

Email: _____

Mailing Address: _____

Please list/describe all sale items, printed materials, displays and any other activities that you are thinking of offering that day. Use additional pages or documents as needed.

Electrical/Water Requirements: _____

We, the undersigned, have read and understand the rules, regulations, financial obligations stated above and by signing below do herewith agree to all the aforementioned. We also understand that failure to comply with same may, at the discretion of SBM, result in the forfeiture of booth space and any fees paid.

Signature of Applicant

Printed Name

Date

CHECK LIST: Signed Application Application fee Sketch/Description of booth contents
 Copy of Certificate of Insurance

Please Return To:
Alena Shellenbean
Strawbery Banke Museum
PO Box 300, Portsmouth, NH 03802
ashellenbean@strawberybanke.org

Thank you for your interest in participating in Fall Festival and for showing your support for Strawberry Banke Museum's efforts to preserve nearly 400 years of history on the Seacoast!