

Hillsborough Balloon Fest & Fair - July 8 - 11, 2010
Application For Vendor Space

To register, print & complete this form and return as soon as possible with NON-REFUNDABLE DEPOSIT of \$100.00 and a photo of your stand. Your space CANNOT be reserved until we receive the application. Submit completed form to: Leigh Bosse, Attn: Hillsborough Civic Organization, PO Box 1190, Hillsborough, NH 03244. Please make checks payable to Hillsborough Civic Organization.

Questions: Contact the Vendor Coordinator at 603-464-4467;

Email: redcoat@mcttelecom.com

Vendor Name: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Frontage Requested: [] Feet X 20 foot depth (frontage MUST include space for awnings, tongues and walkways) Past vendors, DO YOU WANT THE SAME SPACE AS PRIOR YEARS? _____

\$20 per frontage foot for Pure Crafters (Hand-made for sale, non-profits and information booths, Minimum 10 feet)

\$25 per Frontage foot for Crafters (purchases for re-sale, Minimum 10 feet)

****Each of the 4 corner spaces rent for an additional \$150**

\$30 per Frontage foot for Food vendors (minimum 15 feet)

Corner space [] Yes Water Required? [] Yes [] No

Electric Required: [] 110V [] 220V Amps Required? [] amps (additional fee of \$10 per day for 50 amps)

RV Parking on Field Requested? [] Yes (\$50 fee required) Length? [] Feet

Rooms & Meal Tax # (food vendors): []

The Hillsboro Civic Organization reserves the right to limit the same types of food and beverage served by vendors.

List all merchandise, services and items to be sold, offered or passed out. Please be specific, list each item. Only items listed will be allowed:

SPACE IS RESERVED ON A FIRST PAID BASIS. FULL PAYMENT MUST BE RECEIVED BY April 30, 2010. Any payments after April 30, 2010 must be by certified check or cash - NO EXCEPTIONS – NO CREDIT CARDS. The Hillsborough Civic Organization reserves the right to refuse any and all applications for just cause. By submitting this application I acknowledge that I have read and understand this application and agree to abide by the vendor Rules and Regulations..

Authorized signature: _____ Date: _____

Print name: _____

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Important Vendor Information

Please retain this page for your reference

Miller Amusements, the Carnival company with whom we have contracted, has exclusive rights on the following products: *popcorn, sno-cones, candy apples, and cotton candy*. The Hillsborough Fire Department has exclusive rights on *hamburgers*. Angelino's has exclusive rights on *sausage*. Carolyn Dudley has exclusive rights on ice cream. As such no other vendor is allowed to sell these items.

All vendors will be considered on a first paid, first reserved basis. A \$100 non-refundable deposit is required with the application. If your application is not approved, the deposit will be returned. Full payment for space is required by April 30, 2010 to guarantee inclusion.

Pure Crafters - \$20 per frontage foot (10 foot minimum); **Crafters** - \$25 per frontage foot (10 foot minimum); **Food** - \$30 per frontage foot (15 foot minimum). All spaces have a 20' depth.

Vendor Requirements:

- Copy of valid liability insurance certificate required prior to set-up
- Electrical cords/water hoses to outlets are Vendor's responsibility
- 2009 NH Rooms & Meals Tax Number (food vendors only)
- Fire Extinguishers (per fire codes)
- Electrical: 30 amp. Service Required NEMA # L14-30P; 50 amp - 4 Wire Range Plug 15-50P (additional fee of \$10 per day for 50 amp service.)
- Trash disposal in provided dumpsters
- Vendor must clean up space at close of event
- Sale or consumption of alcoholic beverages is not allowed on Grimes Field
- Overnight security patrols by Hillsborough Police Dept.
- Tobacco sales are not allowed on Grimes Field
- Sale or possession of firearms or any kind of weapon is not permitted on Grimes Field
- Access to field by Vendor Parking Permit only - field parking is limited to essential vehicles
- R/V parking at field (no hookups) additional charge of \$50 required
- Use of Hillsborough Balloon Festival and Fair logo or name is not allowed on any products ie: t-shirts, polo shirts, caps or hats, coffee mugs etc. without written permission from the Hillsborough Civic Organization. The sale or display of any device, toy, game or products deemed by the Vendor Coordinator to be destructive, offensive, harmful or hazardous to property or persons will not be permitted on Grimes Field.
- **NO ANIMALS OR PETS ALLOWED ON FIELD EXCEPT WORKING SERVICE DOGS.**

Hours of Scheduled Events:

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Thursday, July 8: 6PM - 10PM

Friday, July 9: 5PM - 11PM

Saturday, July 10: 6AM - 11PM

Sunday, July 11; 6AM - 8PM

(if fireworks are postponed Saturday night, event will remain open until 11PM on Sunday)

Minimum Hours of Vendor Operation:

Thursday, July 8: Complete set-up by 5PM

Friday, July 9: Delivery of supplies by 4PM

Saturday, July 10: Delivery of supplies between 8AM - 10AM

Sunday, July 11: Delivery of supplies between 8AM - 10AM

PLEASE RESPECT THESE REQUIREMENTS