

# 2019 VENDOR APPLICATION

Hillsboro Fest & Fair  
 July 11th – 14th, 2019  
 PO Box 1447 • Hillsboro, NH 03244  
[vendorcoordinator@balloonfestival.org](mailto:vendorcoordinator@balloonfestival.org)  
<https://balloonfestival.org>



Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 NH Rooms & Meals Tax # ID\* \_\_\_\_\_ Certificate of Insurance Attached?  Yes  No

*All vendors are required to have a certificate of insurance on file with the Vendor Coordinator made out to the Hillsboro Fest & Fair, PO Box 1447, Hillsboro, NH 03244. Your insurance agent can help you with this task.*

Food Vendor  
 \* NH Rooms & Meals Tax # ID required above unless you are a non-profit

Reseller

Individual Artisan or Crafter

Non-Profit – Federal ID # \_\_\_\_\_

List all products to be sold. For food vendors, the first two food products per booth are protected and exclusive to the fair. Drinks are not protected. If you are a reseller, we allow only one reseller per brand, but differing brands for the same product are allowed.

*Examples: Lularoe, Pampered Chef, Herbalife, Bathfitters, etc. – one only. Solar companies, clothing, bath retrofitters, etc. – multiple competing companies are allowed.*

1. protected product      4. \_\_\_\_\_      7. \_\_\_\_\_  
 2. protected product      5. \_\_\_\_\_      8. \_\_\_\_\_  
 3. \_\_\_\_\_      6. \_\_\_\_\_      9. \_\_\_\_\_

BOOTH WIDTH X DEPTH	FOOD VENDOR	RESELLER	INDIVIDUAL ARTISAN OR CRAFTER	NON-PROFIT
10' Wide x 20' Deep	\$300	\$250	\$100	\$25
15' Wide x 20' Deep	\$450	\$375	\$150	Not Available
20' Wide x 20' Deep	\$600	\$500	\$200	Not Available
30' Wide x 20' Deep	\$900	\$750	\$300	Not Available
30'+ Wide x 20' Deep	Add \$150 per 5 foot Increment	Add \$125 per 5 Foot Increment	Add \$50 per 5 Foot Increment	Not Available
Corner Booth – 20' x 20'	\$750	\$650	Not Available	Not Available

Booth Fee: \$ \_\_\_\_\_  
 30 AMP Hook-Up: \$ Free with Booth  
 50 AMP Hook-Up? \$ Food vendors only: \$50  
 Camping? \$ See details on next page: \$50  
 Total: \$ \_\_\_\_\_  
 50% Deposit: \$ \_\_\_\_\_  
*due now with application*  
 BALANCE: \$ \_\_\_\_\_  
*due at initial set-up on field*

**Requested length of space must include the complete length of all storage and selling space that will be left on the field during the event.** Failure to request adequate per foot width or failure to have enough space behind your selling space may result in moving you to another location and/or increased fees.

*We reserve the right to limit similar types of merchandise sold by vendors. Only those items listed on this form may be sold by the vendor.*

The first reservations are accepted by those vendors who have attended in the past starting in January of 2019. Past vendors will be invited by letter. New vendors are eligible to apply after April 1, 2019 and may sell any vendor coordinator approved item not already claimed by previous vendors.

Please mail this form with your 50% deposit to the Vendor Coordinator, PO Box 1447, Hillsboro, NH 03244. Make your check payable to the Hillsboro Fest and Fair.

**Please see the vendor information and event map available on our website.**

## VENDOR SUCCESS

Vendor success is a combination of factors. The weather is one, your product appeal, pricing, booth display, and more. We wish you the best success and will do our best to bring the folks in for a successful outcome for all of us.

## FEST AND FAIR MARKETING

We market the Hillsboro Fest & Fair extensively using traditional outlets like radio, television, newspaper ads, public service announcements, the printed program brochure, and a wide variety of social media including paid Internet advertising, our website, and an online program brochure. If you would like to advertise with us, the deadline for submission is April 1, 2019. We have several ways you can get coupons to people to bring them into your booth. Advertising and sponsorship opportunities information and rates are also on our website.

## SET-UP

Vendor set-up begins on Wednesday, July 10<sup>th</sup>. This is the day before the fair opens on the 11<sup>th</sup>. **There is no vendor set-up available before Wednesday, July 10<sup>th</sup>.**

## ARRIVAL

When you arrive, do not begin setting up until you have visited the Administration Trailer located on the field. Someone will be there or at the Angelino's food truck to assist you with finding your spot on the field.

## ELECTRICITY

Every booth comes with 30 AMPS of electricity which is quite adequate for most non-profit, reseller, and crafter need. Typically, food vendors require 50 AMPS due to the needs of their equipment – refrigerators, fryers, freezers, etc. Due to our electricity constraints, 50 AMP service is placed on the outside rows in the vending area. If you do not require 50 AMP service, please do not request it. 50 AMP service is limited and we don't like to have those vendors with legitimate needs turned away due to lack of space on the outside rows.

## CAMPING

We have limited spaces available for camping on the field only between the 10<sup>th</sup> and 15<sup>th</sup>, you **must** be off of the field by Monday morning. There is electricity and water available, contact us for details. The fee is \$50.

## EXPECTATIONS

**Vendors are required to be open during the hours of the festival.** Vendors are also required to remain on the field for the full duration of the event during the regular open hours – rain or shine.

Vendors are also expected to be courteous to all personnel working the event including other vendors and all the wonderful volunteers who work a variety of tasks to make the festival run smoothly.

## REGULAR OPEN HOURS

The regular open hours for the fair and vendors are as follows:

- Thursday, 6:00 – 10:00 PM
- Friday, 5:00 – 11:00 PM
- Saturday, 12:00 – 11:00 PM
- Sunday, 12:00 – 8:00 PM

## PRODUCTS

In order to create the best possible selling experience to our vendors, certain products are sold by one vendor only. For example, there is only one sausage seller, only one pizza seller, and so on. All rights are first come, first serve with past vendors having until 4/1/2019 to get their application and deposit in and their products protected. Please see more information on the application sheet.

## DELIVERING PRODUCTS TO THE FIELD

Vendors may drive on to the field to stock their booths each day. All vehicles not explicitly authorized to be on the field must be removed a minimum of 1 hour prior to the regular open hours listed above. Vehicles may also be brought onto the field one half hour after closing. This lowers the risk of injury for everyone.

## PARKING PASSES

Vendors and employees **must** park in the main parking lot. Please request the number of passes you will need for you and/or your employees. If an employee does not have a parking pass, they must get one before they can park. Your assistance is appreciated.

## SUNDAY EARLY CLOSE

If a decision is made to close early on Sunday, an announcement will be made. Vendors **may not close down** and pack up prior to closing.

*Please contact the  
Vendor Coordinator  
with any questions!*