



Manchester Community  
**MusicSchool**

# Fall Fun Festival

**Saturday, October 13, 2018 10am-3pm**  
**Vendor Application Form**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Business or Home Phone: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Art/Craft Category: \_\_\_\_\_

Donation you are willing to give for the raffle: \_\_\_\_\_

Will you be participating in the scavenger hunt? (MCMS will provide stickers and prizes.) Y/N

Do you require power? Y/N Power outlets are assigned on a first come, first serve basis.

Every Booth is 8' x 8' for a flat rate of \$50 per booth. A limited amount of tables can be rented for an additional \$10 per table.

Booth Fee \$50

Table Rental \$10

Total enclosed or to be charged: \_\_\_\_\_

Method of Payment Accepted: Check / Mastercard / Visa / American Express / Cash

\*Make checks payable to the Manchester Community Music School

Full Payment is Due for Acceptance. Deadline is September 15th or until full.

Card Number:     -     -     -

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Print Card Holder Name: \_\_\_\_\_ Zip Code for Credit Billing: \_\_\_\_\_

\* as it appears on card

Signature: (for Credit Card use): \_\_\_\_\_

(By signing above I agree: total will be charged upon acceptance.)

## Show Rules:

- \* Any non-handmade items, or items outside of the USA must receive approval from MCMS.
- \* Spaces are 8' x 8'. Vendors are not allowed to flow outside of their allotted space into other vendor spaces, or the aisles, which violates fire codes. All exits are to be clear. No exceptions will be made.
- \* There are a total of 42 spaces; 19 in the gym, 11 in the front Lobby, and 12 in classrooms. Spaces are assigned on a first-come first-serve basis.
- \* A maximum of two spaces are allowed for any one vendor.
- \* Vendors are responsible for delivery, set up, and removal of their own displays.
- \* All booths must remain intact until festival closing time.
- \* Applicants selling consumable items (products "used-up" such as food, personal care items, candles, etc) must provide a Certificate of Liability listing MCMS as Additional Insured.
- \* All booths and materials must be removed within 1 hour of festival closing.
- \* Electricity is available and limited to a first come first serve basis per acceptance.
- \* 2 people may submit one application to share a space. However, MCMS may choose not to select one of the crafters on that application.
- \* To ensure the festival and the vendors are successful, MCMS will limit the number of vendors selling the same type of craft.
- \* Set up is 4pm-7pm the evening before on October 12th, or from 8am-9:30am the morning of on October 13th. Please let us know when you will be setting up.
- \* The Craft Fair provides student volunteers to help the vendors bring in their items.
- \* Vendors, once set up, are to park in the designated location. Vehicles may be towed at owner's expense.
- \* MCMS is not responsible for lost, stolen, or damaged items on the premises.
- \* Each vendor must donate an item for our raffle.
- \* To drive traffic to your booth, please consider participating in the Scavenger Hunt. MCMS will provide the stickers and prizes.
- \* All vendors are responsible for collecting and remitting all taxes.
- \* All extension cords used at the festival must be heavy duty, three prong, ground fault surge protectors.
- \* We reserve the right to remove any offensive product.
- \* Failure to leave your area clean may result in a \$25 clean up fee.
- \* Booth fees are non-refundable. In the event of a cancellation, please let us know asap by calling (603) 644-4548.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(I/We the applicant have read and agree to abide by all MCMS Rules and Regulations. Failure to abide by said rules may cause forfeit of future shows and fees. I/We agree to assume full responsibility for our conduct and for all property I/We bring on the premises. I/We will not hold MCMS responsible for any loss, theft, or damages to any person, matter, or thing. I/We agree that my/our business name and or website and any photos, video, item description, and prices may be used for promotional and/or informational purposes.)