



Saturday, September 15, 2018, 9am-3pm

Location: The Birchtree Center, 2064 Woodbury Ave, Suite 204, Newington NH

Time: The fair runs from 9am to 3pm. Setup starts at 7am on Saturday; break down is 3-4pm.

Registration Fee: \$50 (or \$40 with a raffle prize donation)

Space Allocations: Spaces will be allocated on a first-come, first-served basis. The vendor committee will assign vendor spaces. Placement and flow will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and the committee will make every effort to accommodate you. Each vendor will get a space measuring approximately six by eight feet. Due to limited resources, each vendor must bring his or her own table (or rent one from Birchtree for an additional \$15—first come, first served). Electricity will be available to a limited number of booths for a \$10 charge.

Raffle Donations: We will be holding a raffle to benefit The Birchtree Center at the fair. Each vendor is encouraged to donate a raffle prize. While we would prefer to have a donation from what you are selling, it does not have to be one of your products. Gift cards and other items will also be accepted.

Publicity: We will be promoting the fair online, on social media, in our email newsletter, and in local newspapers; we'll also be posting signs and posters throughout the area.

Payments: Your payments must be received with your registration form no later than Friday, September 7th. There will be a \$25 charge for any returned checks. All registration fees are non-refundable.



Saturday, September 15, 2018, 9am-3pm

Application Deadline is Friday, September 7, 2018

Confirmations will be mailed (or emailed) no later than September 11, 2018

Organization Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

How did you hear about this event? _____

Generalized list of items to be sold: _____

Other information you feel we should know: _____

Description of raffle donation and dollar value: _____

PLEASE CHECK IF YOU WOULD LIKE TO RENT A 6-FOOT TABLE FOR \$15: _____

PLEASE CHECK IF YOU NEED ELECTRICITY (limited availability) FOR \$10: _____

\$50 for a space • **\$40** for a space with a raffle donation • **\$15** to rent a 6-foot table • **\$10** for electricity

TOTAL INCLUDED: \$ _____

Please email Sarah Ouellette at sarahouellette@birchtreecenter.org or call at 603-433-4192 x 14 if you have any questions.

**PLEASE MAIL OR HAND DELIVER THE APPLICATION & CHECK TO:
The Birchtree Center, 2064 Woodbury Ave, Suite 204, Newington, NH 03801**