

## Lupine Celebration Market 2019 Vendor Application

### June 8<sup>th</sup> 10AM-4PM and 9<sup>th</sup> 10AM-3PM

**Location:** Carolina Crapo Building and Sugar Hill Meetinghouse, on Main Street Sugar Hill, NH

**Fees:** \$85.00 for the weekend- \$65.00 if paid before May 10, 2019 All fees are NON-REFUNDABLE.

**Fee Includes-** 12x12 outdoor space, advertising

**Discounted Fees for:** Members of the Franconia North Chamber of Commerce - \$45.00 (If paid before May 10, 2019,) \$65( if paid after that date)

Please complete application legibly! ALL FIELDS ARE REQUIRED. Application must be submitted by April 10<sup>th</sup>. PLEASE DO NOT SEND YOUR FEE UNTIL YOU KNOW YOUR APPLICATION HAS BEEN ACCEPTED, we will let you know if your application has been accepted by April 20<sup>th</sup>.

Fees are non-negotiable and must be paid by June 1<sup>st</sup> should your application be accepted.

Your Name	
Business Name	
Mailing Address	
Phone	
Email	
Website	
Electricity Needed? +\$5.00	
Preferred Location (please circle)	Crapo Building (outdoors) Meetinghouse (outdoors) Or Indoors (please note, inside space is limited, you must be prepared for a space of 6X6)
Description of your product/business/ demonstration	
NOTES (any special requests, are you a FNCC member?)	

Please agree to the terms below:

I (and anyone running or managing my booth) agree to assume all responsibility for my property and person. I (and anyone running or managing my booth) will not hold the:

PLEASE INITIAL EACH

Town of Sugar Hill \_\_\_\_\_

Harman's Cheese & Country Store \_\_\_\_\_

Market Volunteers or Vendors \_\_\_\_\_

or the Franconia Notch Chamber of Commerce \_\_\_\_\_

liable for any damages, personal injury, or theft that may occur. I have read market guidelines, and will abide by the market rules, and cooperate with volunteers and organizers.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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

For more information please contact: Emily Cote or Kathie Cote via email at [sugarhilllupinefestival@gmail.com](mailto:sugarhilllupinefestival@gmail.com)

Mail Completed Applications to:

Polly's Pancake Parlor

C/O: Lupine Festival Market

672 RTE 117 Sugar Hill NH 03586

Or please SCAN and email your signed application to [sugarhilllupinefestival@gmail.com](mailto:sugarhilllupinefestival@gmail.com) If your application is accepted- we will ask for payment at that time. We reserve the right to refuse to accept any vendors for any reason.

## **Sugar Hill Market Information and Guidelines**

### **Sugar Hill Meetinghouse and the Carolina Crapo Memorial Building**

The market is at the Carolina Crapo Building and the Sugar Hill Meetinghouse. **If you have a preference, please note it on your application.** You will **NOT** be able to switch locations on the day of the market.

**Set-Up:** Starts at 7 am and ends at 9:30 am on Saturday. Sunday: 8 to 9:30 am. **BEFORE** you set up, check in at the Meetinghouse. If you do not set up in your assigned location the Lupine Committee and volunteers reserve the right to move your set up to the assigned location. **If you need a vehicle or trailer on the grounds after 9:30 am, please note this on your application.**

**Parking:** Please **WAIT** for the parking volunteers before parking in a designated vendor area. All cars must be parked by 9:30 am. If you need your car available during the day, note this on your application.

**Dogs/Pets:** With the exception of service animals, pets are **NOT** allowed in the buildings. If possible, please leave your pet at home.

**Smoking:** Smoking is **NOT** allowed in the vendor area. You may smoke in the parking areas.

**ATM:** There is not an ATM in Sugar Hill, the nearest ATMs are in Franconia or Lisbon.

**Toilets:** Inside the Meetinghouse, portable toilet at Meetinghouse, downstairs at the Crapo Building.

**Coffee & Food:** There will be food and coffee vendors with luncheon entrees both days. Luncheon tables will be set up inside the meetinghouse and if weather co-operates, tables will set up outside also.

**Concert:** If weather does not cooperate, the concert will be held inside the Meetinghouse. If weather is nice, concert will be held under the big tent at the Meetinghouse.

**Information Table:** We will have a table in the Meetinghouse for any questions, issues, or emergencies you or our visitors may have. They will have the schedule for all demonstrations, market events, and have a map of all vendor locations.

**Do NOT break down EARLY:** Please do **NOT** pack up or take down tents before closing. If we have a weather situation; you will be notified, and we will close early for safety. If you cannot stay until closing; please note this on your application. We will consider your request to leave early. If you must leave due to an emergency, please notify a volunteer asap (before you leave).

**Trash:** If you are sampling at your booth or generating trash, please bring a container to collect your booth's trash. If your booth has a large amount of trash, you will be charged a \$2.00 fee for each garbage bag you wish us to dispose of.

**Your Tents and Tables overnight:** You may leave things up overnight but stake tents securely due to wind and "weather proof". We cannot take responsibility for anything that you leave set up, therefore, the decision is yours. Everything must be removed by noon on Monday.

**This market is indebted to the town of Sugar Hill.** The Lupine Committee is only able to sponsor this market because of the town's willingness to host and thanks to the volunteers that assist in many ways. The Police Department sets up signage for parking, the Fire Department loans us their large tent for the concert and seminars. Scott Jesseman & Jean Goehlen loan us the field to park the vehicles in, and others give their time. Help us to leave the grounds and buildings in the best condition possible. **Accidents happen, If you break something or if you see something broken, let a volunteer know ASAP.** If you have any questions, please contact me at [sugarhilllupinefestival@gmail.com](mailto:sugarhilllupinefestival@gmail.com)