

Greenfield Harvest Fair
VENDOR APPLICATION

Date: **Saturday, October 3rd, 2009** Location: **Greenfield Meeting House**
Fair Hours: **10am-3pm** *Rain or Shine*

Eligibility: Crafters, Handmades, Vendors, White Elephant, Flea Market. Limited Direct Sales and Food vendors allowed (Tupperware, Avon, etc.) on a first come, first serve basis.

Fee: Participation fee is **\$20 for each 4'x 6' Indoor Table or a 12'x12' Outdoor Tent Space (Fee is Non-refundable)** (set-up, i.e., table, chairs, tent etc. is vendors responsibility)

Space available on a first come, first served basis.

Checks should be made payable to Greenfield Elementary PTO and returned to the address below with a self addressed stamped envelope and the completed application.

Notification: You will receive your assigned location and instructions in the self address stamped envelope you provided with this application approximately 10 days before the event

Deadline: September 21st, 2009. After September 21st, Participation Fee is \$25.00

Please complete this form and return this portion of the form with your payment:

Check one: INDOOR 4'X6' SPACE: _____ OUTDOOR 12'X 12' TENT SPACE: _____

NAME: _____ PHONE: _____

BUSINESS: _____ EMAIL: _____

ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

Please describe below the items you will be exhibiting:

How did you hear about this event: _____

I agree to assume full responsibility for any damage, loss, or theft to my exhibitor/property, and agree that I will indemnify and hold harmless the Town of Greenfield, the Greenfield Elementary PTO and the Harvest Fair Committee and its volunteers from any claim or cause resulting from my actions.

I have read and understood the terms of this event as described on page 2 of this document.

SIGNATURE: _____

MAIL THIS FORM TO:

GES PTO

c/o Katherine Heck

860 Forest Road

Greenfield, NH 03047

Checks Payable to: Greenfield PTO

OFFICE USE ONLY:

DATE RECIEVED: _____ AMOUNT: _____

CHECK #: _____ CASH: _____

SINGLE BOOTH: _____ DOUBLE BOOTH: _____

INDOOR BOOTH: _____ OUTDOOR TENT: _____

If you would like more information you can contact Katherine Heck at 603-547-2450 or e-mail us at greenfieldelementarypto@yahoo.com. This application along with area points of interest, food and lodging information can be found at the Town of Greenfield's website www.greenfield-nh.gov.

Terms for participation in the Harvest Fair, October 3rd, 2009

1. The Harvest Fair is a family friendly event organized by the Greenfield Parent Teacher Organization to unite the community for a day autumn activities and to raise funds to support educational enrichment programs at Greenfield Elementary School.
2. The entry fee of *up to* \$25.00 entitles you to one 4' x 6' indoor table OR one 12' X 12' outdoor space. Spaces may be shared by more than one vendor at no additional cost. Fee is non-refundable.
3. Vendor set-up, i.e., table, chairs, tent etc. is the vendors responsibility. Table will NOT be provided. All vendor items are to be displayed within these spaces, not in aisles, walkways, or exits.
4. Vendor must indicate on application if Indoor Space or Outdoor space is preferred. Every effort will be made to accommodate your request. Vendor will be notified if your request for indoor / outdoor space can not be met.
5. Applications must be postmarked by **September 21st**, or the participant fee increases to \$25.00.
 - Completed vendor application form
 - Entry fee(s)– Check payable to: **Greenfield Elementary PTO**
 - Self Addressed stamped Envelope
6. You will receive your assigned location and detailed instructions in the self address stamped envelope provided with this application, or your check will be returned to you by September 21st, 2009.
7. Vendor participants please note: Space is assigned on a first come first serve basis. If more than one participant applies to be in the fair that owns the same type of business every effort will be made to keep variety throughout the fair and direct competition at a minimum.
8. Set up time is 7:30 a.m. to 9:45 a.m. Saturday, October 3rd, 2009. You will need to check in with a PTO volunteer before 9:30 a.m. or you will be considered a “no show” and we reserve the right to fill your space with another vendor.
9. Vendor is responsible for their displays, providing their own cash boxes, and monitoring their own space.
10. Vendor will remove all trash, boxes, etc. from their booth before leaving.
11. The Town of Greenfield, the Greenfield Elementary PTO or the Harvest Fair Committee will not be responsible for the loss, theft of, or damage to vendor's items or for personal injury or the loss of money during the Harvest Fair event.
12. For more information or questions please contact Katherine Heck at 603-547-2450. or e-mail us greenfieldelementarypto@yahoo.com.

Thank you for your participation...

The children of Greenfield Elementary School will directly benefit from your support through educational enrichment programs paid for with the proceeds from this event!