



Greenfield Harvest Fair ~ VENDOR APPLICATION ~



Date: **Saturday, October 5, 2013**
Fair Hours: **9am-3pm**

Location: **Greenfield Meeting House**
Rain or Shine

Eligibility: Crafters, Handmades, Vendors, White Elephant, Flea Market.
Limited Direct Sales vendors (Tupperware, Avon, etc.) allowed on a first come, first serve basis.
All vendors must participate for the entire duration of the event.

Spaces: Spaces are available on a **first come, first serve basis**. Indoor Spaces are limited. Vendors are responsible for their own set-up and tear-down, e.g. tables, chairs, tent, etc.

Fee: Participation fee is **\$20** for each **4'x 6' Indoor Table or 12'x12' Outdoor Tent Space**
Fee is non-refundable.

Please make checks payable to **Greenfield Elementary PTO** and return to the address in the form 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 13, 2013.**
Vendor fee is \$25 for all applications postmarked after September 13th.

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

Desired Space: **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:

Please consider donating one small item for our raffle table.
(Optional)
Items will be collected the day of the event and participating vendors will receive additional advertising.

Yes No

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 Angélique Moon
860 Forest Road
Greenfield, NH 03047

OFFICE USE ONLY:

DATE RECEIVED: _____ **AMOUNT:** _____

CHECK #: _____ **CASH:** _____

SINGLE BOOTH: _____ **DOUBLE BOOTH:** _____

INDOOR BOOTH: _____ **OUTDOOR TENT:** _____

For more information please contact Angélique Moon at 769-0680 or e-mail us at greenfieldelementarypto@gmail.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 5, 2013

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 vendor's responsibility. Tables 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 cannot be met.
5. Applications must be postmarked by **September 13, 2013** or the participant fee increases to \$25.00. All applications should include the following:
 - 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 27, 2013.
7. Vendor participants please note: Space is assigned on a first come first serve basis. Effort will be made to keep variety throughout the fair and direct competition at a minimum, however exclusivity is not guaranteed.
8. Set up time is 7:30 a.m. to 8:45 a.m. Saturday, October 5, 2013. You will need to check in with a PTO volunteer before 8:30 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 any loss, theft of, or damage to vendor's items or for personal injury or the loss of money during the Harvest Fair event.
12. Greenfield Elementary PTO is a 501(c) Non-Profit organization, and we will happily provide our Federal Tax Identification number on request, for your records regarding any donations you are willing to make to either our Raffle or our Silent Auction.



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!