

**GRANITE TOWN FESTIVITIES COMMITTEE IS PROUD TO BRING YOU:**

## **THE 29TH ANNUAL**



**OCTOBER 5<sup>TH</sup> THRU 7<sup>TH</sup>, 2018**  
**(RAIN OR SHINE)**

Dear Craft Vendors:

Due to Milford's proximity to the Massachusetts border, the Milford Pumpkin Festival is one of the most highly anticipated New England Fall festivals each year. Attendees come from New Hampshire, the Greater Boston area and from all over the New England region and beyond. Located in and around historic downtown Milford NH, the Milford Pumpkin Festival offers free admission, free parking, and free shuttle buses. In 2017, festival attendance exceeded 45,000! We are one of the very few festivals that do not charge admission to the festival or a fee to park, meaning our attendees have more cash to spend at our vendors' booths!

Why does our festival draw the crowds? Because of our many Signature Festival events (most of which are free for our attendees to enjoy!): The Beer & Wine Tasting tent on Friday night, a spectacular Fireworks show, LIVE Music and Entertainment all weekend, the Giant Pumpkin Weigh-in contest, Carnival rides by Fanelli Amusements, a scholarship contest, Pumpkin Painting, Pumpkin Sales, The Pumpkin Catapult, some of the best Crafters region-wide, Scarecrow Making tent, Fantastic Food vendors, The Haunted Trail, Face Painting tent, the Firehouse Waffle Breakfast, and much more! All hosted in historic downtown Milford, New Hampshire!

Some information about the Crafter/ non-food booth locations: vendors are located inside Town Hall, on Middle Street, Emerson Park and the Oval, in the center of all festival activities. Most streets in the festival area are closed to vehicular traffic during festival hours.

This year, the Granite Town Festivities Committee (GTFC) has agreed to take responsibility for the planning and execution of this event. We are a group of local volunteers who want to make our town a better place to live through supporting events such as the Pumpkin Fest. We ask for your understanding and patience while we work through this year of change.

Please fill out all attached pages (application and contract) and return to the Granite Town Festivities Committee (GTFC) office with your payment (check/credit card). Initial and sign where requested. Please note there are new set-up guidelines in 2018 being implemented in an effort to streamline the escalating costs of the festival. Questions about a booth? Please contact Carol Gates [gtfcmilford@gmail.com](mailto:gtfcmilford@gmail.com). We look forward to a successful festival, and appreciate your participation!

Sincerely,

**Carol Gates**

**President**

**Granite Town Festivities Committee**

**PO Box 847, Milford, NH 03055**

**508-954-2786**

**[gtfcmilford@gmail.com](mailto:gtfcmilford@gmail.com)**

# 2018 MPF Craft Vendor Application Instructions:

**RESERVATIONS ARE ON A FIRST COME, FIRST SERVE, WITH PAYMENT DUE IN FULL AT THE TIME OF RESERVATION. NO EXCEPTIONS.**

1. Payment in full is expected at the time of your application. We cannot accept partial payment.
2. Your application must be completed in full and be submitted with the vendor contract (attached), as well as insurance information.
3. No booth sharing will be allowed.
4. All vendors are required to be open all 3 days, with the following set up schedule:
  - a. Outdoor vendors will be assigned a drop off/set up time on Friday morning October 5th
  - b. Indoor vendors will be assigned a drop off/set up times on Thursday October 4th & Friday October 5th
5. Town Hall will now be open Friday evening, in addition to Saturday and Sunday.

<b>DATES &amp; TIMES</b>  <i>**Times may be subject to change</i>	<b>FRIDAY, OCTOBER 5: 5 PM – 9 PM</b>
	<b>SATURDAY OCTOBER 6: 10 AM – 9 PM</b>
	<b>SUNDAY OCTOBER 7: 10 AM TO 3 PM</b>

**\* ALL VENDORS ARE REQUIRED TO PARTICIPATE ALL 3 DAYS\***

MIDDLE STREET WITH POWER*	OVAL WITH POWER*	MIDDLE STREET, OVAL, OR EMERSON PARK WITHOUT POWER	TOWN HALL AUDITORIUM or BANQUET HALL INDOOR BOOTH
10'x20' Upper Middle St \$600.00 _____	10'x20' space \$600.00 _____	10'x20' space \$540.00 _____	8'x8' space
10'x10' Upper Middle St \$450.00 _____	10'x10' space \$400.00 _____	10'x10' space \$375.00 _____	\$255.00 _____
10'x20' Lower Middle St \$600.00 _____	<b>EMERSON PARK WITH POWER* (if available)</b>	<b>TOTAL \$</b> _____	8'x16' space
10'x10' Lower Middle St \$450.00 _____			\$400.00 _____
(1) 20-amp circuit included*	10'x20' space \$600.00 _____		+Power \$15.00 per circuit _____
	10'x10' space \$400.00 _____		<b>TOTAL \$</b> _____
+Additional Services \$25.00 ea. _____	(1) 20-amp circuit included*		
Hardwired to panel** \$50.00 _____	+Additional Services \$25.00 ea. _____		
	Hardwired to panel** \$50.00 _____		
<b>TOTAL \$</b> _____	<b>TOTAL \$</b> _____		
<small>*Limited spaces available on first come first serve basis</small>	<small>*Limited spaces available on first come first serve basis</small>		
<small>**If hardwired, vendor must provide all electrical parts to connect to festivals electrical services. 30 amp max.</small>	<small>**If hardwired, vendor must provide all electrical parts to connect to festivals electrical services. 30 amp max.</small>		

PLEASE PROVIDE ALL INFORMATION! Incomplete forms will be returned, and your space will not be reserved.

<b>Name:</b>			
<b>Business name:</b>			
<b>Address:</b>			
<b>Town:</b>		<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>		<b>Email:</b>	
<b>MUST List <i>all</i> items to be sold:</b>			
<b>Electrical requirements:</b>	<u>Quantity</u>	<u>Electrical</u>	<u>Appliances</u>
	1.		
	2.		
	3.		
	4.		
<b>Make checks payable to: Granite Town Festivities Committee</b>  <b>I would like to pay by credit card (MC/Visa/Discover):</b> _____  <b>Expiration: ___/___ 3 Digit Security# _____</b>		<b>Booth Fee</b> _____ <b>Electrical Fee</b> _____  <b>Total \$</b> _____  <b>Name on Card:</b> _____ <b>Card Billing Address:</b> _____ <b>Town:</b> _____ <b>Zip</b> _____  <b>Signature:</b> _____	

- Booth spaces with electricity will be assigned on a first come, first serve basis. All others will be placed on a waiting list by date of completed application.
- Use of propane generators *may* be permitted with written permission from GTFC after approval from the Milford Fire Department.

# Milford Pumpkin Festival 2018

## Crafter / Non- Food Vendor Contract Rules and Regulations

By signing this contract for the Milford Pumpkin Festival, the undersigned Pumpkin Festival Vendor (herein referred to as Vendor) agrees to be bound by the terms set forth herein and the terms and representations set forth in the Pumpkin Festival Application, which is incorporated herein by reference as though fully set forth. If the Vendor violates any term of this agreement, The Granite Town Festivities Committee (GTFC) and/or the authorized agents of GTFC may within their sole discretion and at any time (1) terminate this agreement (2) require Vendor, immediately upon notice of violation of this agreement, to cease operations and vacate the premises, and (3) forfeit any and all fees paid to GTFC for the right and privilege of participating in the Pumpkin Festival. This agreement represents the entire agreement between GTFC and the Vendor and may not be amended without the mutual consent of both parties set forth in writing and signed by authorized representatives of GTFC and the Vendor.

**Review and initial the line next to each item and sign the bottom of the form and submit with payment.**

\_\_\_ **1. PAYMENT MUST BE RECEIVED WITH YOUR APPLICATION.** Vendor spaces are not final until a completed registration form, and full payment are received. No exceptions.

\_\_\_ **2. INSURANCE MUST BE RECEIVED PRIOR TO THE EVENT DATE.** All vendors must submit a valid Certificate of Insurance and name Granite Town Festivities Committee and the Town of Milford as "Additional Insured." No exceptions! Certificates must show a liability limit of \$1,000,000 per occurrence. Please make sure we can match the Insured Name with the name on the vendor application.

\_\_\_ **3. LOCATION:** GTFC will confirm assignments in writing via email prior to the festival. GTFC shall have sole and complete authority to place the Vendor in any location designated for the Pumpkin Festival, irrespective of the Vendor's request. GTFC will try to honor requests for a specific booth location but cannot guarantee requests. Previous attendance at the Pumpkin Festival does not guarantee a specific space or booth location.

\_\_\_ **4. ASSIGNED DROP OFF AND SET UP TIMES:** PLEASE NOTE that vendors *MUST* arrive at their designated drop off and set up times. Late arrivals throw our time schedule and other vendors off, as these time slots are set up to keep drop off and set up less congestion to a minimum. Late arrivals do so at their own risk. **We cannot guarantee that we will be able accommodate late arrivals, and as a result, you will forfeit your booth space for the weekend.** Vendors MUST also be present and be ready for inspection by the Town of Milford Health and Fire Department at their designated time. Please see the attached memo from the Milford Fire and Health Department. If you are not inspected, you will NOT be permitted to open for business. It is also solely the vendor's responsibility to pass inspection. You will be sent your vendor packet that will include your location, set-up and inspection times via email approximately 10 days before the Pumpkin Festival. Upon Check-in at the festival, you will receive your booth # and parking pass.

\_\_\_ **5. SPACE:** Each vendor will be granted a set number of square feet. No additional tent space or canopies or grounds space on the Festival site will be allowed without prior written agreement with GTFC. Vendors are responsible for providing tents, canopies, chairs and any necessary equipment. Vendors shall not sublet or share their space.

\_\_\_ **6. UTILITIES:** A limited amount of electricity is available at the Festival site. Vendors should consider this when planning their participation. Vendors should state their exact, minimum electrical needs on the application. Additional usage may be allowed beyond that granted on the application, but IF and only if all other vendors who reserved and paid for power have been accommodated. Additional/ non-reserved usage fee will apply at \$35 per circuit. Vendor must also provide own extension cord. **Extension cords must comply with the National Electrical Code 2008 and shall be a minimum 14-gauge and grounded (outdoor rated).16 Gauge extension cords will NOT be accepted.** No refunds will be made to Vendors who may not operate due to electrical cords that do not pass inspection by the Milford Fire and Building Inspectors.

\_\_\_ **7. LICENSING:** All Commercial Vendors are required to provide a copy of a valid State of NH Hawkers & Peddlers license and a current certificate of liability insurance showing off-site coverage with a limit of not less than \$1,000,000.

\_\_\_ **8. VEHICLE ACCESS:** Vendors will be allowed to utilize vehicles to move equipment and goods to the site only at times designated by the Festival, generally in the morning hours preceding the Festival start and in the evening following the Festival close. Vehicles will not be allowed for re-supply of goods during the Festival hours. Tow Vehicles will not be

allowed next to booths or trailers used for preparation or vending. Vendors must park in the area designated to them at Pumpkin Festival. You will receive an information packet prior to the festival in October, with your booth assignment, drop off/set up time, and parking pass.

\_\_\_ **9. PARKING:** Vendors will be allotted **one (1) parking space per booth**, for their vehicles in a designated parking area. Due to limited parking availability, MIT cannot guarantee Vendors more than one parking space. GTFC is not responsible for tickets or fines to Vendors due to illegal parking of vendor vehicles.

\_\_\_ **10. GOODS FOR SALE:** GTFC must approve all proposed items for sale. GTFC does not guarantee product exclusivity yet will strive to allow a limited amount of any type goods in order to ensure a variety of items for sale. Vendors shall not display, offer for view or sale any illegal or contraband items. The laws of the State of New Hampshire and local ordinances of the Town of Milford shall be in effect. Vendors shall not display, offer for view or sale any items that are unlicensed and/or copies/interpretations of licensed or registered items at any site or operation of the Milford Pumpkin Festival.

\_\_\_ **11. REFUND POLICY:** A 50% refund will be given in response to a written request received by GTFC by September 1, 2018, if the space can be filled from an approved waiting list. **No refunds will be given for any request received by GTFC after September 1, 2018. No refunds will be given to vendors who may not operate due to failure to satisfy or comply with local health and safety codes.**

\_\_\_ **12. RETURNED CHECKS:** A \$35 fee will be charged for all checks that are returned to GTFC for any reason.

\_\_\_ **13. SECURITY:** GTFC provides a volunteer overnight security patrol for outdoor booth locations, however GTFC, and the Town of Milford, accepts no responsibility for items left overnight. Vendors are solely responsible for the security of all items in their booth at all times.

\_\_\_ **14.** GTFC makes no representation or guarantees towards actual festival attendance.

\_\_\_ **15.** Vendors understand that GTFC has no control over weather, acts of God, acts of terrorism, or governmental intervention, or any other cause that may prevent, and or interrupt, the festival weekend, and Vendors shall hold GTFC harmless for any losses that could arise because of such event. No refunds will be issued.

\_\_\_ **16.** The Vendor agree(s) to defend, indemnify, and hold harmless GTFC and the Town of Milford from any claim, demand, suit, loss, cost or expense, or any damage which may be asserted, claimed or recovered against or from GTFC and the Town of Milford by reason of any damages to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the Milford Pumpkin Festival and regardless of which claim, demand, damage, loss, cost or expense is caused in whole or in part by the negligence of the Town of Milford or by third parties, or by the agents, servants, employees or factors of any of them.

\_\_\_ **17. HOURS:** All vendors are expected to operate during the duration of the Festival, rain or shine. Vendor booths must remain open and staffed festival hours all 3 days. Any vendor breaking down before the end of the festival without express permission from the festival director will be excluded from next year's festival.

\_\_\_ **18. NOISE AND SOUND SYSTEMS:** Vendors are not allowed to operate music or public address systems on the Festival site. Electrical generators are not allowed due to interference with the Festival sound system (unless given special permission).

\_\_\_ **19. TRASH AND REFUSE:** **Vendors must carry out all trash or dispose in festival trash barrels.** Vendors are expected to clean up their area regularly during the Festival and thoroughly at the closing of the Festival or be subject to a \$35 clean-up fee.

\_\_\_ **20. SPIRIT OF FESTIVAL:** The Pumpkin Festival is advertised as a family celebration. We do not allow solicitations, hawking of sales, pass-the-hat performances, distribution of literature, or promotion of any particular cause, program or political candidate (including political or religious signage). No exceptions will be made.

This agreement has been read, understood and entered into freely, voluntarily and absent of duress by the parties signed below. In order to process this application, the Vendor must initial the line items above, and then sign and date this

agreement. Any applications received without the agreement signed and line items initialed will be returned without processing. Acting in its sole discretion, GTFC reserves the right to reject any application for any reason.

A copy of this agreement signed by both parties, GTFC and Vendor, will be emailed or mailed to vendor upon processing of application.

**Vendor name: (please print)** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**GTFC representative: (please print)** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**