

Candia Old Home Day Committee
PO Box 192
Candia, NH 03034
Get more info at www.nh1.com

Enclosed is a copy of the 2009 Candia Old Home Day Vendor Application Form. Candia's Old Home Day celebration will be held on Saturday, August 29, 2009 at Moore Park from 11:00 to 5:00. Rain date will be Sunday, August 30, 2009. The support of local organizations and businesses in the Candia community to showcase their talent and products has helped make past celebrations extremely successful. The Old Home Day Committee is again planning a full day of entertainment and events to attract families and Candia residents to the celebration. We hope you will take part in our event by renting a 10' x 10' booth space to showcase your products and/or services.

Instructions for completing the vendor application form:

1. Read the Policies and Guidelines on the back of this sheet.
2. Complete the application form on the next page.
3. Enclose a check for the applicable fee made payable to *Candia Old Home Day Committee*.
4. Mail the completed form and check to: Candia Old Home Day Committee, PO Box 192, Candia, NH 03034.

If you provide me with your email address, I will send you a confirmation email. Feel free to contact me if you have any additional questions.

Thank you for your interest in Candia's Old Home Day Celebration.

Sincerely,

Sharon DeWitt

Sharon DeWitt
Candia Old Home Day Committee
Email: ohdvendors@comcast.net
Phone: 603-483-0907
Cell#: 603-370-0223

Policies and Guidelines:

➤ Purpose:

- The purpose of the Candia Old Home Day is to promote goodwill and pride in our community and to gain recognition for Candia's non-profit organizations. Therefore, Candia non-profit organizations will have priority over all other vendors and organizations not directly serving the Town of Candia. The Old Home Day Committee reserves the right to deny any application that is in conflict with a local non-profit organization based on this purpose. Also, to maintain a community, family-friendly atmosphere, the Committee reserves the right to deny any application it deems inappropriate.

➤ Date and place:

- Saturday, August 29, 2009 at Moore Park from 11:00 to 5:00. Moore Park is next to the Candia Town Hall on High Street (Rt. 27).
- Rain date is August 30, 2009. Listen to 95.7 WZID in case of cancellation.

➤ Availability of space:

- Space in Moore Park is limited. Applications for booth space will be accepted from 50 vendors on a first-come, first-serve basis with priority given to non-profit organizations. Electricity and water are available on a very limited basis (and for a nominal fee). A wait-list will be created once 50 paid vendor applications have been received.
- The Committee has changed its policy regarding home-party type businesses (Stampin' Up, Creative Memories, Tupperware, etc.). In the past, only one booth serving a business was allowed but now, the Committee will accept applications from more than one vendor selling the same product or type of product (provided space is available). The Committee will make a good faith effort to notify subsequent businesses that other associates have already submitted an application in case the subsequent associate would like to withdraw their vendor form.
- The committee will make every effort to accommodate the desires of vendors as to location of booth (i.e. proximity to food, music speakers, etc). However, the Old Home Day Committee has the final say over location of a vendor's booth.

➤ Logistics:

- Vendors must set up their area between 9 am and 10:30 am on August 29th. For logistical and security reasons, no vendor will be allowed to set up prior to 9 am on Saturday.
- Tear-down of booths will not be allowed until 5 pm.
- No vehicles are allowed in Moore Park between 11 am and 5 pm. Vendors can park behind the salt shed or across the street near the library. Some handicap parking will be available.
- Each organization, concession, vendor, etc. is responsible for removing its own trash!! A dumpster will be available for you to use throughout the day to keep your area clean. Make sure you look over your area before you leave to ensure it is clean and free of litter/debris.

➤ Space dimensions:

- Booths are arranged in 10-foot by 10-foot slots. Vendors: **please ensure your tent or awning and its guide wires will fit in a 10' x 10' space**. The Committee cannot guarantee extra space for guide wires or larger structures. If you need extra space, you may want to purchase two spaces to ensure yourself the room. (We have found tents with self-supporting poles/awnings work best.)
- Please contact Sharon DeWitt at 483-0907 with questions.

2009 Candia Old Home Day Vendor Form

August 29th, 11 am to 5 pm (Rain date August 30th, 11 am to 5 pm)

Organization / Business:

Contact Name:

Street Address:

City:

State:

Zip Code:

Day Phone:

Night Phone:

Email:

What type of organization is this (check one):

for profit business

not-for-profit organization

Description of product or service that will be offered***:

***Please notify Committee if your product changes. For example, please do not add hamburger and hotdogs to your menu since other booths may already have that item for sale.

Fee Structure:

Type of Organization	Space Needs	Number of spaces	Cost enclosed
For profit	\$35 for 10' x 10' area		
Not for profit	\$20 for 10' x 10' area		
Access to electricity	\$5 charge (Bring own extension cord)		
Access to water	\$5 charge (Bring own hose)		
Late submission fee	\$5 per 10'x10' area		
<i>Vendors must supply their own tables and chairs</i>			
Total			

List any special needs you may have:

I have read and agree to comply with the attached Policies and Guidelines of the Candia Old Home Day Committee.

Signature:

Date:

This form must be returned along with payment, prior to **Friday, August 14, 2009.**

There is a **\$5 late submission fee per 10'x10' area** for vendor applications submitted after this date.

Make checks payable to the ***Candia Old Home Day Committee.***

Mail form to: Candia OHD Committee, PO Box 192, Candia, NH 03034