Policies and Guidelines

• Special space requests can be made and we will make every effort to accommodate your requests on a *first come, first serve* basis. However, no specific location can be guaranteed.
• Access to electricity is very limited. We do not charge extra for these spaces but please do not request electricity unless you **absolutely** need it for the sale of your product. Vendors must provide their own tables and chairs.
• **Please do not send in payment until you receive confirmation of admittance and an invoice.**
• All **new** vendors must submit a photograph with their application for the review by the Holiday Market Committee. Past participants will receive first consideration, however, the committee reserves the right to update and mix at its discretion to keep the mix of goods both balanced and diverse.
• Exhibitors are expected to keep their areas neat, their displays fully stocked, and their merchandise within their assigned areas.
• Set up time starts each Thursday at 8am and must be complete by the start of the market at 10am. Breakdown must start **no earlier than 5:30pm.** At the Saturday Markets, vendors must be set up by 9am and must break down **no earlier than 3pm.**
• All crafters **MUST PARK on the 5th level** of the Brady Sullivan parking garage after unloading their products.
• We request that crafters do not sell baked goods unless you are specifically a food vendor.
• Food Vendors planning to sample food must indicate such in the Special Request area of the application. If you plan to serve samples you must also fill out a Temporary Health Permit form with the City of Manchester.

Prices for Vendor Space:
• **Basic**- $50/Thursday, $55/Saturday. Vendor spaces will be 10ft wide. Depth may vary based on location.
• **Premium**- $60/Day, **Limited Availability** Vendors will receive a 10ftx10ft space or cart along the main hall.
• All applications received by 10-1-2019 will have $20 reduced from their total invoice (not per market).
The Downtown Holiday Market!

Thursdays Dec 5th, 12th, & 19th | 10 am-5:30 pm
Saturdays Dec 14th & 21st | 9 am-3 pm
DUE NO LATER THAN FRIDAY, NOVEMBER 1ST

First and Last Name: ____________________________________________________________

Business Name: ________________________________________________________________

Address: ______________________________________________________________________

City/Town: ______________________________ State, Zip _______________________________

Phone: ___________________________ Email Address ____________________________________________________________________________

Website Address: ______________________________________________________________

Describe your product or services 2-3 Sentences:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Category of Product or Service: (please check only one or two)

☐ Art/Photography
☐ Beauty products/ Health Items
☐ Books/Cards/Paper Goods
☐ Jewelry/ Accessories

☐ Home Décor
☐ Pottery/Glassware
☐ Specialty Food/Wine
☐ Wood Crafts/Wooden Furniture

☐ Doll Clothes/Dolls
☐ Pet Products
☐ Quilts/Clothing/Fabric
☐ Other __________________________

Choose your preferred dates:  
______________________Three Thursdays and Two Saturdays
______________________Three Thursdays
______________________Two Saturdays
______________________Other (indicated in the Special Requests area)

Choose your preferred space:  
___Basic: $50/ Thursday, $55/ Saturday
___Premium: $60/ Day
Special Requests:
Requests are **NOT guaranteed**, however we will take certain needs into consideration:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

☐ I am a food vendor and I plan to serve food samples

To add to the success of the market we would love your help with advertising! Please list Email addresses/ website’s of anywhere you know of, including your local newspapers, that advertise craft fairs and holiday festivals. All publicity suggestions are welcome. Thank you!

_______________________________________________________________________________
_______________________________________________________________________________

Rules & Payment:

I, __________________________ agree to remit payment within seven (7) days of notification of acceptance, payable to “Intown Manchester Management” (cash or check only). I also understand that my vendor fee will not be refunded if I choose not to attend one of the market days.

**I understand that I will not be guaranteed a space in the market until my invoice is paid in full.**

I have read and understood all policies and guidelines as stated on the previous pages. I hereby accept full responsibility for my booth, including but not limited to, all display materials, goods etc. at the Downtown Manchester Holiday Market. Neither Intown Manchester nor Brady Sullivan Properties will be held liable for personal injuries, loss or damage to merchandise or display. I agree to have my booth set up before the start of the Market and broken down no later than the time specified. I understand that my Name and or Business Name and any photos, video, item description and prices may be used for promotional and/or informational purposes.

**Signature:**
Applicants Signature:_____________________________________________ Date:________________

Please keep a copy of this application for your records. Send completed application, along with product photos, to tvazquez@intownmanchester.com or fax to 603-669-6597 or mail to Intown Manchester at the address provided below.

Intown Manchester
Attn: Trixie Vazquez
1000 Elm Street, Suite 106
Manchester, NH 03101