OLD HOME DAY – SATURDAY, SEPTEMBER 18, 2021 **RESERVATION FORM**

By signing below, I understand and agree to comply with all policies set forth and noted on the *Old Home Day – 2021* reservation form. I understand that non-compliance will result in the closing of my space. ***In addition to the space fee, I understand I am expected to donate a basket for the Penny Sale on Old Home Day morning***.

Reminder: We do not provide tables, tarps, chairs or tents. NO ELECTRICAL HOOKUPS ARE AVAILABLE.

Deadline for all space reservations is Monday, August 31, 2021

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

PHONE: _____ **EMAIL (required)**: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY/TOWN: _____ STATE: _____ ZIP: _____

DESCRIPTION OF YOUR CRAFT: _____

_____

SPECIAL ACCOMMODATIONS/REQUESTS: We attempt to honor requests for booth spaces, although we cannot guarantee that they will be met, applications are processed in order of the date received.

We cannot process applications without payments.

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Please indicate the type and number of spaces requested on the lines below:

- Number of 12' X 12' Spaces @ $75 for crafters/$100 for businesses per space. _____
- Number of 12' X 12' Prime Spaces @ $100 for crafters/$125 for businesses per space. _____
- Number of 12' X 12' Spaces @ $150 for food vendors per space. (preparing/serving food onsite) _____
- Number of 12'X12' Non-profit spaces @ $30 per space. _____
- One 12'X12' Prime Non-profit space @ $50 (only one allowed per vendor) _____

Please provide an email address OR enclose a Self-Addressed Stamped Envelope with this reservation form if you would like us to send a receipt or space confirmation.

Make checks payable to: First Congregational Church, UCC

We must receive your reservation form and payment by MONDAY, AUGUST 31, 2021 ($50.00 late fee after the 31st)

Return your reservation form and payment to:

First Congregational Church, UCC
Old Home Day Vendor Reservations
3 Main Street, Pelham, NH 03076

More information about Old Home Day is available at: http://www.pelhamoldhomeday.org/services/

Set up details:

- Tents and tables may be set up on Friday the 17th. Set up time is from 7:00 – 8:30 am on the morning of the event. All vehicles must be moved from the church grounds by 8:30am on the morning of Old Home Day.
- **FREE** parking is available. Please check the website for details about parking and shuttle services.
- Plan to leave your space set up until 5:00 pm.
- **No electrical hooks will be provided, no generators are allowed in the vendor area.**

Fees and Space details: (All fees are non-refundable) • Standard fees: $75 crafter, $100 businesses

- **Prime fees: $100 crafter, $125 businesses (these are spaces located on the main outside walkways with high exposure)**
- **Food vendors: $150 (those preparing/serving food/beverages onsite)**
- **A nominal fee of $30 will be charged for non-profit organizations (non-profit space is limited and available based on sponsor discretion). There are a limited number of prime non-profit spaces available for $50.00. Non-profit organizations include church, civic and social organizations holding 501C designation. All non-profits must complete and return an application form in order to secure a space. Non-profit spaces will be assigned as applications with payments are received.**
- In addition to the fee, we request that each vendor/crafter donate a basket for our Penny Sale Raffle. You can drop the item off with one of your business cards when you set-up on the morning of September 18th (or on the 17th if you set up on Friday)
- All canopies, tables and chairs are the responsibility of the vendor/crafter.
- **Canopies must be no larger than 12' x 12'** and cannot overlap into designated walkways or neighboring booths, if the canopy is larger than 12' x 12', then additional space must be reserved.
- **Deadline for securing space is Monday, August 31, 2021. Please note we sold out of prime spaces last year prior to the deadline. ALL APPLICATIONS RECEIVED IN THE OFFICE 9/1/21 AND AFTER WILL BE ASSESSED A $50.00 LATE FEE.**

Restrictions: Non-compliance with these restrictions will result in your space being closed with no refund.

- We **DO NOT** allow spaces for controversial subject matter as determined by the OHD Committee. Pelham restricts the sale/use of weapons or weapon like toys (guns, swords, knives, mace, stun guns, bang caps, etc.) and/or nuisance items (silly string, disappearing ink, etc.)
- Vendors must remain in their designated/assigned booth area, there should be no walking amongst booth or event grounds to sell or distribute information. (No smoking in booths.)
- **RAFFLES ARE NOT ALLOWED. The only raffle permitted is run by the OHD committee.** You can hold **drawings** for goods or services, as long as there is NO CHARGE to participate.
- **OHD Committee reserves the rights to decline applications with duplicate services. Non-profit organizations are not allowed to provide services that full price paid vendors are providing, i.e. face painting.**
- **The Old Home Day staff is comprised of many volunteers who work hard for the benefit of our community. *Please treat all staff respectfully.***

Space Reservations:

- Make check payable **to First Congregational Church, UCC**. We cannot accept post-dated checks.
- **Forms must be received by Monday, August 31, 2021 to avoid a late fee.** Due to limited space, make your reservations as soon as possible.
- All confirmations/receipts will be sent via email, if you do not have an email please include a self-addressed stamped envelope and a receipt and confirmation will be mailed to you.
- Enclose a description of your craft.
- Online copy of form can be found on the OHD website: http://www.pelhamoldhomeday.org/services/

Please retain a copy of this form for your information regarding *Old Home Day 2021* policies. Thanks!