

**Somersworth Summer Fest**  
**Saturday, June 10<sup>th</sup>, 2023 12:00pm-4:00pm**  
**Retail, Business or Non-Profit Application**

**Application Deadline is Friday March 31st, 2023, or while space is available**

|   |  |
|---|--|
| <b>Date</b>                                       |  |
| <b>Business Name</b>                              |  |
| <b>Contact Name</b>                               |  |
| <b>Mailing Address (Street, City, State, Zip)</b> |  |
| <b>Email</b>                                      |  |
| <b>Phone</b>                                      |  |
| <b>Website</b>                                    |  |

| <b>Check Here</b> | <b>Category</b><br>Vendor type and rate will be at the discretion of TFCC and the Events Committee  | <b>Early Bird Fee</b><br>(If received by March 15th, 2023) | <b>Standard Fee</b>                            |
|-------------------|---|--|--|
|                   | <b>Merchants in Somersworth Plaza</b><br>Address must be located within the Somersworth Plaza.<br>Contact the Chamber with questions.<br><b>Free space may not be used by or given to a substitute organization. No shows will be charged \$75.</b> | <b>Free</b>  | <b>Subject to Availability</b>                 |
|                   | <b>Non-Profit Organization- 501c3</b><br>(limited availability- priority given to Falls Area Organizations)<br>TIN #: _____   | <b>\$100</b><br>Free for Falls Chamber Members             | <b>\$150</b><br>Free for Falls Chamber Members |
|                   | <b>Retail/Business Services</b><br>Includes commercial and manufactured items   | <b>\$100</b><br>Free for Falls Chamber Members             | <b>\$150</b><br>Free for Falls Chamber Members |
|                   | <b>TOTAL FEE</b>  |  | <b>\$ _____</b>                                |

**Provide a short description of what will be offered at your booth:**

**Make checks payable to The Falls Chamber of Commerce**  
**Send all required items to:**

The Falls Chamber of Commerce  
 472 High Street, Unit 308, Somersworth, NH 03878  
 Questions? Call 603-749-7175 or email [info@thefallschamber.com](mailto:info@thefallschamber.com)

Signature needed on 2<sup>nd</sup> Page

**Please initial each item to confirm you have read and understand**

### Vendor Registration Policy

\_\_\_\_\_ **Payment must be received with application.** Vendor spaces are not final until a completed registration form, payment, and **insurance coverage** are received.

\_\_\_\_\_ **All vendors must submit a valid Certificate of Insurance and name The Falls Chamber of Commerce "Additional Insured."** **No exceptions!** Certificates must show a liability limit of \$1,000,000 per occurrence. You can request this addition to your current liability insurance provider.

\_\_\_\_\_ No rain date is scheduled. **This is a rain or shine event. There will be NO REFUNDS for this event for any reason.**

\_\_\_\_\_ **Final booth placement will be assigned two weeks prior to the Somersworth Summer Fest.** All requested booth spaces will be considered, but there are no guarantees of location. Confirmation e-mails including booth assignments and instructions will be provided by email and not later than one week prior to the event.

\_\_\_\_\_ **Vendor type and rate will be at the discretion of The Falls Chamber of Commerce**

### Vendor Rules and Regulations

**\*Note: All times listed below are subject to change based on the final format of the event\***

\_\_\_\_\_ All items related to vendor spaces must remain stationary throughout the event. **No "roaming" or "canvassing" is allowed.** Any violation of this will result in exclusion from next year's event.

\_\_\_\_\_ Applicants are responsible for providing their own tent, tables, chairs, canopies, etc. **All tents and canopies must be properly secured and anchored.**

\_\_\_\_\_ **Generators, heating devices and open flames** are only allowed in the designated fenced event space.

\_\_\_\_\_ **No spray foam, silly string, confetti, noisemakers, toy guns, swords, knives, etc. are allowed.** Items in violation of this rule will be removed by The Falls Chamber of Commerce.

\_\_\_\_\_ **Confirmed vendors may begin booth set-up** no earlier than 10:00 am, the morning of the event. Booth set-up must be completed and all vehicles off the street by 11:30 am. Vendors

arriving after 10:00 am forfeit their booth and will not be permitted to set up during the event.

\_\_\_\_\_ **Vendor booths must remain open and staffed until 4 pm.** Any vendor breaking down before 4 pm or not packed up and off the street by **5:30 pm** will be excluded from next year's event.

\_\_\_\_\_ **No guarantees** made with regard to product or industry exclusivity.

\_\_\_\_\_ **Gambling and games of chance are prohibited.** Raffles are allowed, but should be noted on application with type of raffle, date of drawing and contact person for any questions.

\_\_\_\_\_ **Booth areas must be kept tidy. Vendors must dispose of ALL trash and debris generated by their booths.** Failure to collect, remove, and dispose of all trash off-site will result in exclusion from next year's event.

\_\_\_\_\_ Vendors will be given a **10'x10'** space. **Vendors are prohibited from leaving this space to solicit.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date