

Vendor Information & Guidelines for
“The Marketplace” at the:



6th ANNUAL NH PERMACULTURE DAY
“Co-Exist”
Saturday, August 18, 2018

From 100 attendees at the 1st event in 2012 to 300-400 attendees in 2016 & 2017, Interest just keeps growing. With that trend we are expecting a wonderful turnout in 2018. What better way to connect with the Permaculture and sustainable living community than to become a vendor?

Location:

**85 Angels Rd.
Colebrook, NH 03576
The event runs 9 am - 5 pm**



www.citeecologiquenh.org

Vendor Guidelines

Please note that we are seeking vendors that directly correlate to the Permaculture community. Preference is given to locally made or grown products. Please no multi-level marketing companies or synthetic ingredients. Registrations will be reviewed on a regular basis and if we determine that your business is not a good fit, as well as to reduce many of the same vendor items, you will be given a full refund. If you have any questions, please contact the Vending Coordinator, Leonie Brien at lbrien@evi.life or 529-4975.

Vendors will be listed on our website and in our program brochure. Sponsorship Opportunities with vendor and advertising benefits are available separately. Please consider extending your support for Permaculture Day by becoming a sponsor to support continued permaculture education initiatives for years to come! For sponsorships, contact Leonie Brien at lbrien@evi.life.

Event Admission

Vendors get two passes to the event at no charge. Lunch is included for one (1) with a cost of \$10 for a second (2nd) lunch. Vendor staff must be at least 18 years of age. Any additional passes needed for persons helping at your booth will cost \$25.00. Please register any additional members of your group using this form. Please be sure to wear your name badge at all times so that you can be identified. Please note: Children in the booth must be accompanied by an adult at all times.

Demonstrations:

If you have a skill related to your vending, please indicate if you would like to have extra space or demonstration times listed. Demonstrations often increase sales, as well as educate.

Vendor Insurance

Liability Insurance is optional but recommended. The New Hampshire Permaculture Guild or any of its participants, shall not be held liable to any claim for damages to or by the Vendor from this agreement unless it is directly caused by the fault or negligence of the Guild.

Income

Please keep your cash box with you at all times. Although theft is rare at events, one can never be too cautious. You are welcome to bring your own credit card scanner for additional payment options.

Vendor Space

Vendor space consists of a 10x10 area located outdoors.

- If you have your own tent, please bring it. Tents are optional but encouraged. We encourage you to anchor your tent with strong stakes and/or weights to prevent any mishaps if the weather is windy.
- You are responsible for bringing your own table & chairs, along with your display.
- The cost of renting one (1) vendor space is \$50, \$25 for Nonprofit organizations, \$25 for demonstrators selling a product
- The cost includes vendor space, entrance to the event and lunch for the Vendor.
- An additional person may assist you at the event, but will be required to pay \$10 for lunch. We will have name tags for both of you.
- You may purchase more than one vendor spot (change the quantity) if you would like more space. Vendors are also welcome to share a single vendor space/registration.
- When you sign up as a Vendor you give permission for the NH Permaculture Day Committee to use photos or video taken of my booth and people for use in publications, newsletters, and/or online in relation to this event.

Vendor Set Up:

- Set-up: Set up will begin promptly at 7:00am on Saturday, August 18th.
- Check-in: Please stop at the Registration desk to pick up your reserved name tags and booth location
- Loading: There will be volunteers to direct you to your booth location and with instruction for drop-off and loading
- Parking: Once unloaded please move your vehicle to a parking space in the lot.

Cancellation Policy:

The event is from 9am-5pm and we strongly encourage you to attend for the entire duration of the event. If you must leave early, please provide advance notice so that we can place your booth appropriately. You must give notification of your cancellation three weeks prior to the event to receive a full refund. If you are unable to attend due to an unexpected emergency, we will honor a \$15 refund on your total registration fees.

**For more details or to submit the completed form please contact:
Leonie brien at lbrien@evi.life**

Or snail mail: Leonie Brien 85 Angels Rd, Colebrook, NH 03576
Please make checks payable to: **The Ecovillage Institute**

Marketplace Vendor Information & Guidelines

6th ANNUAL NH PERMACULTURE DAY

Contact Name: _____

Business Name: _____

Address: _____

Town/state/zip: _____

Phone: _____ Cell: _____

E-mail: _____ Website: _____

Brief description of what you will be selling:

Space Desired: _____single _____Double _____Shared

_____ I would like to do demonstrations at my booth. _____ Type
_____ Extra space needed _____ Specific times requested

Names for Vendor Passes:

1. _____
2. _____

I have read the "Vendor Information & Guidelines" and agree to the provisions. .

_____ I am also a Presenter
Signature of vendor

Vendor Space: \$50 or \$25
Additional Lunch for assistant: \$10
Total amount:

\$ _____
\$ _____
\$ _____