

**2018 GUIDELINES FOR SELLING VENDORS**

Thank you for your interest in participating in the 12<sup>th</sup> Annual Concord Multicultural Festival! With your participation, we are able to create an engaging event that brings people together to celebrate the diverse her so enriching.



*Help us spread the word - and our mission!  
Follow us on Facebook, Twitter + Instagram  
Post, share, retweet and use the hashtag:*

**#Diversityinthe603**

Each year, the Concord Multicultural features a full lineup of performances, food vendors, craft vendors, artists and activities that represent more than 30 cultures from around the world, presented by folks who live and work locally. Be sure to check out our [website](#) and [Facebook page](#) and [sign up for our e-newsletter](#) to stay up to date on all the happenings!

**Event Location, Date + Time:**

**LOCATION:** NH State House Lawn, Plaza and Capitol Street, which is adjacent to the lawn/plaza.

**DATE:** Sunday, September 23, 2018

**TIME:** 11:00 am - 4:00 pm

***A little overview of the landscape:***

PERFORMANCES: .....State House Plaza

ACTIVITIES: .....State House Lawn

NON-SELLING VENDORS/EXHIBITS: .....State House Lawn

FOOD + CRAFT VENDORS: .....Capitol Street

WELCOME TENT: .....State House lawn near Capitol Street

**VENDOR INFORMATION**

**Craft Vendor Coordinator: Kayla Schweitzer, [Kayla.Schweitzer@dncr.nh.gov](mailto:Kayla.Schweitzer@dncr.nh.gov)**

By submitting your registration, you are agreeing to these guidelines.

**Vendor Space:**

- 10' x 10' space
- Vendors may provide their own table(s) and chair(s) or the Festival will provide them for an additional fee.
- Tents **MUST** be weighed down – **NO EXCEPTIONS**. Weights must be a minimum of 25lbs each and must be affixed to the tent at all times. No stakes - the ground is pavement.
- All spaces will be assigned at the discretion of the Festival planners.

**Fees:**

- 10' x 10' space: .....\$30
- 8ft Table + 2 chairs: .....\$15
- Payments are due at the time of registration, or no later than one week prior to the Festival.
- Refunds will be issued with cancellation notice of 7 days or more.

### **Set-up and Break-down:**

\*More detailed information will be provided closer to the event.

- Vendors may arrive as early as 8:00 am to set up.
- Please arrive on Capitol Street via North State Street. There will be barricades, but a volunteer will be stationed there to move them for you.
- Once you have unloaded, please move your vehicle via Evans Lane to the designated Vendor Parking area (TBD). Vehicles must be removed by 10:30 am.
- Vendors must check-in with a Vendor Coordinator upon arrival to be directed to assigned space.
- Set-up must be complete by 11:00 am when the Festival opens.
- Set-up is the sole responsibility of the vendor, please plan accordingly. If you do require assistance with set-up, please contact the Vendor Coordinator to make arrangements in advance.
- Vendors must provide their own tables, chairs, tents, weights, etc., unless otherwise arranged with Vendor Coordinator.
- Tents MUST be weighed down – NO EXCEPTIONS. Weights must be a minimum of 25lbs each and must be affixed to the tent at all times. No stakes - the ground is pavement.
- There is no access to electricity.
- This is an outdoor event and is rain or shine, please plan accordingly.
- Please do not break down until end of Festival at 4:00 pm.
- Vehicles are not permitted in Festival area until the audience has cleared and the Festival Director has deemed it safe.

### **Guidelines:**

- Selling is prohibited on the State House Lawn + Plaza, so all selling vendors will be located on Capitol Street.
- This is a family event. Items and materials displayed and offered at booth should be respectful of all cultures and people. The Festival Committee reserves the right to restrict displays which, because of noise, methods of operation, materials or for any reason, are offensive or become objectionable, and to prohibit or remove any displays which, in the opinion of the Festival Committee, detract from the general character of the Festival. This includes anything political that is directly related to a specific candidate or party.
- No alcohol, fireworks, silly string, snap pops or stink bombs.
- No banners, signs or placards shall be attached or affixed to any facility, statue or fixture on the grounds. No staking in lawn. Individual vendors will be held responsible for any damage caused to State or City property during Festival.
- Due to the outdoor nature and size of the Concord Multicultural Festival, we are not able to be responsible for your equipment, materials, belongings, etc. The Festival assumes no liability for vendors' property at any time before, during or after the event.
- Vendors are responsible for their own general liability and product liability insurance (optional).
- Locations, procedures, guidelines, and fees are not guaranteed for future festivals.