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2018 GUIDELINES FOR PARTICIPANTS

Thank you for your interest in participating in the 12th Annual Concord Multicultural Festival! With your participation, we are able to create an engaging event that brings people together to celebrate the diverse heritages that make the Greater Concord community so enriching.

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

CONTACT: Jessica Livingston, Festival Director jessica@jlivinspirations.com 603.568.5740

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

Space:

- 10' x 10' space
- Please plan to provide your own table(s) and chair(s). The Festival has limited inventory. If you aren't able to provide your own, please contact us in advance to make arrangements.
- 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 allowed in State House lawn.
- All spaces will be assigned at the discretion of the Festival planners.

Set-up and Break-down:

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

- Setup begins at 8:00 am.
- 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.
- Please check-in with a Festival Coordinator upon arrival to be directed to your assigned space.
- Set-up must be complete by 11:00 am when the Festival opens.
- Set-up is the sole responsibility of the organization - please plan accordingly. If you do require assistance with set-up, please contact us to make arrangements in advance.
- Please plan to provide your own tables, chairs, tents, weights, etc., unless otherwise arranged in advance.
- 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 allowed in State House lawn.
- 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:

- Monetary transactions are prohibited on the State House Lawn + Plaza. If you plan to sell anything or collect money (even donations), please let us know in advance so we can place you on Capitol Street.
- This is a family event. Items, materials and activities 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/organizations will be held responsible for any damage caused to State or City property during the 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'/organizations' property at any time before, during or after the event.
- Organizations are responsible for their own general liability and product liability insurance (optional).
- Locations, procedures, guidelines, and fees are not guaranteed for future festivals.