



2019 GUIDELINES FOR VENDORS

Thank you for your interest in participating in the 13th 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 22, 2019

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:Capitol Street

VENDOR INFORMATION

Questions/Contact: connect@concordnhmulticulturalfestival.org

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

Vendor 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 weighted down – NO EXCEPTIONS. There is no staking allowed on State House Lawn; weights must be a minimum of 25lbs each and must be affixed to the tent at all times.
- All spaces will be assigned at the discretion of the Festival planners.

Vendor Fees:

- Activities and Cultural Clubs:No Charge
- Craft Vendors:\$35
- Nonprofit Organization/ Social Service Agency:\$30
- Corporate/Business:\$100
- 8ft Table + 2 chairs:\$18
- Payments are due at the time of registration, or no later than one week prior to the Festival.
- Refunds will be issued with cancellation 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 a street or garage parking space. Vehicles must be removed by 10:30 am. Parking is free on Sundays!
- Vendors must check-in with a Vendor Coordinator upon arrival to be directed to assigned space.
- Set-up must be complete by 10:45 am. The Festival opens at 11:00 am.
- 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 weighted down – NO EXCEPTIONS. There is no staking allowed on State House Lawn; weights must be a minimum of 25lbs each. Please make sure they are affixed to the tent at all times. New England weather is not predictable. One gust of wind and a tent can fly—into a car windshield, into another vendor’s tent, into the street potentially causing an accident, into a person, causing injury or worse.
- 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 the 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. If you are planning on selling anything, or conducting monetary transactions of any kind, please let the Festival Coordinator know and your booth will be placed 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, 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, stink bombs or any other items that may cause harm or discomfort to attendees.
- 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.

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