***OLD HOME DAY – SATURDAY, SEPTEMBER 16, 2023* RESERVATION FORM**

By signing below, I understand and agree to comply with all policies set forth and noted on the *Old Home Day – 2023* reservation form. I understand that non-compliance will result in the closing of my space without a refund.

***In addition to the space fee, I understand I am expected to donate a basket for the Penny Sale.***

**Reminder: We do not provide tables, tarps, chairs or tents.** ​ **NO ELECTRICAL HOOKUPS ARE AVAILABLE.** ​

**TENTS MUST BE SECURED WITHOUT THE USE OF STAKES.**

**No refunds will be issued upon approval of application.**

**Deadline for all space reservations is Thursday, August 31, 2023**

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **EMAIL (required)**​ :​ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY/TOWN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE: \_\_\_\_\_\_\_\_ ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESCRIPTION OF YOUR CRAFT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPECIAL ACCOMMODATIONS/REQUESTS: We attempt to honor requests for booth spaces, although we cannot guarantee that they will be met, applications are processed in order of the date received with payment. **Applications without payments will not be processed.**

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**Please indicate the type and number of spaces requested on the lines below**:

* Number of 12’ X 12’ Standard Spaces $100 per space for crafters \_\_\_\_\_.
* ~~Number of 12’ X 12’ Prime Spaces $125 per space for crafters~~ Sold Out
* Number of 12’ X 12’ Standard Spaces $125 per space for businesses \_\_\_\_\_.
* ~~Number of 12’ X 12’ Prime Spaces $150 per space for businesses~~ Sold Out
* Number of 12’X12’ Non-profit Standard Spaces @ $40 per space. \_\_\_\_\_\_
* ~~One 12’X12’ Non-profit Prime Space @ $75 (only one allowed per vendor)~~  Sold Out

**Make checks payable to: First Congregational Church of Pelham.**  **You will receive confirmation of your space via email.**

**We must receive your reservation form and payment by WEDNESDAY, AUGUST 31, 2023 (**​ **$50.00 late fee after the 31st)**

**Return your reservation form and payment**​  **to:**​

**First Congregational Church, UCC**

**Old Home Day Vendor Reservations**

**3 Main Street, Pelham, NH 03076**

FIRST CONGREGATIONAL CHURCH, UCC ❖​ ​ 3 Main Street ❖​ ​ PELHAM, NH ❖​ ​ 03076 ❖​ ​ 603-635-7025

**More information about Old Home Day is available at:** ​http://www.pelhamoldhomeday.org

**Set up details:**

* Tents and tables may be set up on Friday September 15th. Set up time is from 7:00 – 8:30 am on the morning of the event. All vehicles must be moved from the church grounds by 8:30am on the morning of Old Home Day.
* **TENTS MUST BE SECURED WITHOUT THE USE OF STAKES.**
* **FREE** ​parking is available. Please check the website for details about parking and shuttle services.
* Plan to leave your space set up until 4:00 pm.
* **No electrical hooks will be provided, no generators are allowed in the vendor area.**

**Fees and Space details:**​ **(**​ **All fees are non-refundable)** ● **Standard fees: $100 crafter, $125 businesses**

* **Prime fees: $125 crafter, $150 businesses (these are spaces located on the main outside walkways with high exposure)**

● **A nominal fee of $40 will be charged for non-profit organizations**​ ​**(non-profit space is limited and available based on sponsor discretion). There are a limited number of prime non-profit spaces available for $75.00. Non-profit organizations include church, civic and social organizations holding 501C designation and will be located in our Community Corner. All non-profits must complete and return an application form in order to secure a space. Non-profit spaces will be assigned as applications with payments are received.**

* In addition to the fee, we request that each ​vendor/crafter donate a basket for our Penny Sale Raffle​. You can drop the item off with one of your business cards when you set-up on the morning of September 16​th (or on the 15th if you set up on Friday)
* All canopies, tables and chairs are the responsibility of the vendor/crafter.
* **Canopies must be no larger than 12’ x 12’**​ and cannot overlap into designated walkways or neighboring booths, if the canopy is larger than 12’ x 12’, then additional space must be reserved.
* **Deadline for securing space is Thursday, August 31, 2023. Please note we sold out of prime spaces last year prior to the deadline.** ​**ALL APPLICATIONS RECEIVED IN THE OFFICE 9/1/23 AND AFTER WILL BE ASSESSED A $50.00 LATE FEE.**

**Restrictions:** Non-compliance with these restrictions will result in your space being closed with no refund. ​

* We ​**DO NOT**​ allow spaces for controversial subject matter as determined by the OHD Committee. Pelham restricts the sale/use of weapons or weapon like toys (guns, swords, knives, mace, stun guns, bang caps, etc.) and/or nuisance items (silly string, disappearing ink, etc.) We also restrict the sale of adult themed items.
* Vendors must remain in their designated/assigned booth area, there should be no walking amongst booth or event grounds to sell or distribute information. (No smoking in booths.)
* **RAFFLES ARE NOT ALLOWED. The only raffle permitted is run by the OHD committee.** ​ You can hold ​**drawings** ​for goods or services, as long as there is NO CHARGE to participate.
* **OHD Committee reserves the rights to decline applications with duplicate services.** ​**Non-profit organizations are not allowed to provide services that full price paid vendors are providing, i.e. face painting.**
* **The Old Home Day staff is comprised of many volunteers who work hard for the benefit of our community.**  ***Please treat all staff respectfully.***

**Space Reservations:**

* Make check payable ​**to First Congregational Church, UCC**​. We cannot accept post-dated checks.
* **Forms must be received by Thursday, August 31, 2023 to avoid a late fee.** ​ ​Due to limited space, make your reservations as soon as possible.
* All confirmations/receipts will be sent via email.
* Enclose a description of your craft.
* An online copy of form can be found on the OHD website: https://www.pelhamoldhomeday.org/vendorreg

**Please retain a copy of this form for your information regarding** ​***Old Home Day 2023*** ​**policies. Thanks!**