

## 38<sup>TH</sup> ANNUAL HOLIDAY CRAFT FAIR

Vendor Registration Information – Vendor Registration Opens September 10, 2018

### Event Details:

**Date:** Saturday, December 8, 2018.

**Snow Date:** Sunday, December 9, 2018.

**Time:** 8:00 am -2:00 pm

**Location:** 1 Conant Way, Jaffrey NH inside Jaffrey Rindge Middle School's cafeteria and Conant High School's Pratt Auditorium

### Vendor Space Fees are as follows (2 space maximum):

- \$30.00 per space located upstairs in the Pratt Auditorium
- \$25.00 per space located downstairs in the JRMS Cafeteria
- \$10.00 per space for RAFFLES ONLY located downstairs in the new "Raffle Alley"

### Vendor Space Information:

- Spaces are approximately 8' wide x 5' deep blocks for Pratt and JRMS Cafeteria spaces
- Spaces for Raffle Alley allow for one small card table only.
- Due to safety concerns, vendors may not extend their space beyond the allotted area marked into the aisles or neighboring spaces
- You must bring your own table and chair. No tables and chairs will be available.
- We encourage vendors to embrace the holiday spirit and decorate their space.
- Vendors are expected to remain open for the duration of the craft fair, 8am-2pm.
- **No wi-fi service**
- **No electricity**
- All raffles require approval by the Town of Jaffrey Board of Selectman. For more information call 603-532-7880. A copy of your raffle approval letter must be submitted to the Jaffrey Parks and Recreation Department no later than November 28, 2018 or you may not conduct a raffle.

### To Register:

- Register and pay online starting 9/10 at 8:00 am at: [jaffrey.recdesk.com](http://jaffrey.recdesk.com)
- Complete a paper vendor registration form (available to download from our website: [jaffrey.recdesk.com](http://jaffrey.recdesk.com)) and return with payment *no earlier* than September 10<sup>th</sup> to: **Jaffrey Parks and Recreation Department, 31 Howard Hill Road, Jaffrey, NH 03452.**
- *Spaces are reserved on a first-come, first-served basis*
- *No space will be held without payment*
- ***Please note: Registrations received before September 10<sup>th</sup> will be returned***
- *You will be contacted by phone or e-mail to confirm your space by 10/01/18. Please do not call before seeking space information before this date.*

Jaffrey Parks and Recreation Department is now on Facebook, please like and share the craft fair event page! Vendors will be listed on our Facebook page!

31 HOWARD HILL ROAD, JAFFREY NEW HAMPSHIRE 03452



**JAFFREY PARKS & RECREATION**

e-mail: recreation@townofjaffrey.com • website: www.townofjaffrey.com/recdept • Phone (603) 532-7863 • fax (603) 532-7873

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Vendor Registration Form – Vendor Registration Opens September 10, 2018

**Online Registration Available beginning 8am on September 10th at: [jaffrey.recdesk.com](http://jaffrey.recdesk.com)**

To reserve a space (limit 2), please write in the quantity below:

\_\_\_\_\_ \$30.00 per space located upstairs in the Pratt Auditorium

\_\_\_\_\_ \$25.00 per space located downstairs in the JRMS Cafeteria

\_\_\_\_\_ \$10.00 per space for RAFFLES ONLY located downstairs in “Raffle Alley”

**THERE WILL BE NO TABLES AVAILABLE TO RENT THIS YEAR**

**YOU MUST BRING YOUR OWN TABLE AND CHAIR**

Please return completed form and payment to:

Jaffrey Parks and Recreation Department, 31 Howard Hill Road, Jaffrey, NH 03452

Office hours: Monday – Friday 8am-1pm; Email: [recreation@townofjaffrey.com](mailto:recreation@townofjaffrey.com)

**PLEASE PRINT**

Name: \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

Website: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Day): \_\_\_\_\_ (Eve): \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Description of items to be sold (to be printed in our directory): \_\_\_\_\_

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

**Please note:** *There is no guarantee that you will receive a craft fair space.* The Jaffrey Parks and Recreation Department reserves the right to limit registration and participation in any program. Jaffrey Parks and Recreation also reserves the right to make other changes in the program, including but not limited to date and time changes, registration limit and others, as may be required.

**Office Use Only:** Space # (s) \_\_\_\_\_ Raffle Approval Letter Received \_\_\_\_\_

Date Confirmed: \_\_\_\_\_ P \_\_\_\_\_ VM \_\_\_\_\_ EM \_\_\_\_\_ IP \_\_\_\_\_ Note: \_\_\_\_\_