

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

Vendor Registration Information – Vendor Registration Opens September 16, 2019

### Event Details:

**Date:** Saturday, December 14, 2019

**Snow Date:** Sunday, December 15, 2019

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

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

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

- \$35.00 per Vendor space located upstairs in the Pratt Auditorium
- \$25.00 per Vendor space located downstairs in the JRMS Cafeteria & Hallway
- \$10.00 per RAFFLES ONLY space (small space size)

### Space Information:

- Vendor spaces are approximately 8' wide x 5' deep blocks.
- Raffle Only spaces will only be large enough to hold a card table. Plan accordingly.
- Due to safety concerns, vendors may not extend their space beyond the allotted area marked into the aisles or neighboring spaces
- **No tables or chairs will be available.** You must bring your own.
- **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 Mon, Nov. 25, 2019 or you may not conduct a raffle.

### To Register:

- Register and pay online starting 9/16/19 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 16th 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 will be returned***
- You will be contacted by phone or e-mail to confirm your space by 11/01/19. *Please do not call before 11/01/2019 seeking space information as the information will not be available.*

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



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

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

Vendor Registration Form – Vendor Registration Opens September 16, 2019 at 8am

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**Please return this form with payment to:**  
**Jaffrey Parks and Recreation Department, 31 Howard Hill Road, Jaffrey, NH 03452**

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

\_\_\_\_\_ \$35.00 per Vendor space located upstairs in the Pratt Auditorium

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

\_\_\_\_\_ \$10.00 per RAFFLES ONLY space (All raffles require Board of Selectman approval)

Would you like to help the Playground Fund Raffle by donating an item? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, item to be donated: \_\_\_\_\_

### PLEASE PRINT

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

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

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

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

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

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

Description of items to be sold: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.

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

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