

ANNUAL FLEA MARKET & CRAFT FAIR - REGISTRATION FORM

Saturday ~ JULY 13, 2024 ~ 8 am - 2 pm

Center Harbor Congregational Church, UCC

PO Box 229 / 52 Main Street, Center Harbor, NH 03226-0229

PHONE: 603-253-7698

VENDOR SPACE REGISTRATION FORM

Please make corrections to your contact information if necessary.

<u>Contact Information</u>	<u>Corrected Contact Information</u>
Name: Address: Phone: Email:	

1. Product Category (check all that apply—this info is used for advertising purposes):

- handcrafted items merchandise jewelry
 food antiques and collectibles white elephant / yard sale

Brief description: _____

2. I desire _____ space(s) for the 2024 Flea Market and Craft Fair.

Quantity

- inside outside

Other Needs/Requests: _____

3. Enclosed is \$_____ to reserve my space(s).

- \$5 per space non-refundable reservation fee or you may pay in full with registration.
- Early bird pricing ends May 1, 2024.
- If not paid in full by May 2, 2024 spaces will be an additional \$5 (see Vendor Regulations & Prices).

Please make check payable to: Center Harbor Congregational Church, UCC

(please write Flea Market on the memo line)

4. I have read and agree to abide by the Vendor Regulations.

Signature

Date

5. Send to: Center Harbor Congregational Church, UCC

Attn: Flea Market and Craft Fair

PO Box 229

Center Harbor, NH 03226-0229

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VENDOR REGULATIONS—Please Read Carefully

Vendor Parking

- Vendors in “B” spaces may park on the grass along Main Street to unload and load. Please do not park on the street. Parking for unloading and loading will also be allowed in the Customer Parking Areas. Unloading for indoor “A” tables will be from the small parking lot behind the church.
- **AFTER UNLOADING, ALL VENDORS MUST MOVE THEIR VEHICLES TO THE GRASS PARKING AREA TO THE SOUTH OF THE CHURCH.**

Important Information

- **Raffles and the selling of hazardous items are not allowed.**
- Vendors should be sure to bring their own change.
- **Tables inside** the church hall will be available for set-up at **6:30 AM (not before, please)**. Due to space limitations, only the table surface and underneath the table may be used for display.
- **Outside lawn spaces** will be available for set-up at **6:30 AM** and vendors must provide their own tables. Please prepare for inclement weather with a canopy or tarp. All spaces will be marked with a numbered stake. The stake marks the center of your space.
- **Vendors should be prepared for customers by 7:45 AM.**
- Vendors must contain their merchandise, boxes, etc., to the marked off space/s they have reserved, or, if indoors, to the tables they have reserved and the space below them. Please do not “spread out” into the aisles.
- Vendors must not pack up their merchandise or leave before 2:00 PM, in fairness to other vendors who are still trying to sell their merchandise. Vendors who cannot commit to the full-time frame of the event should not register.
- Spaces must be cleaned and vacated by 3:00 PM. Please do not leave unsold items.
- Food and lodging information for vendors is available upon request.

RESERVATIONS & PRICES

Reservations and Payment Procedures

- All vendors will have spaces assigned on a first come, first served basis when a completed registration form and payment have been made.
- **Reservation Forms & Checks:** Send forms with checks made out to “Center Harbor Congregational Church, UCC” to the above address as soon as possible, but **no later than Saturday, June 29, 2024**. Please include “Craft Fair” on your check. **Note early bird pricing if you pay in full by May 1, 2024.**
- **Cancellation policy:**
 - Vendors who cancel their reservation on or before May 1, 2024, will receive a refund less a \$5.00 administration fee.
 - Vendors who cancel their reservation after May 1, 2024, will receive a refund less the \$5.00 administration fee *only if the reserved space(s) is/are sold to another vendor.*
 - **Cancellation of spaces after May 1, 2024, which are not sold to another vendor, will not qualify for a refund.**

2024 Price Schedule

Location	Space Description	Size	Map Key	Balance Due if paid by May 1, 2024	Balance Due if paid after May 2 2024
Inside	Tables inside Church Hall	30” x 8’ table	A	\$35.00	\$40.00
Outside	Standard Lawn Spaces	12’ x 12’	BCD	\$35.00	\$40.00

Please call the church office if you have any questions.