



*Providing quality meats, culinary oils, and family experiences in Southeastern NH*

Dear Prospective Vendor,

We are excited to announce the dates for the upcoming 2019 Sunflower Festival on the weekends of July 27<sup>th</sup> & 28<sup>th</sup>, and August 3<sup>rd</sup> & 4<sup>th</sup>. We are happy to say that the past showings at our event have showcased some truly talented individuals with unique offerings, and we look forward to seeing what you have all been working on this year!

In order to maintain the “hand-crafted” integrity of this event, only items personally handcrafted by you, the artist, will be accepted for display. There will be no resale of purchased or commercial items. Sunflower themed items are strongly encouraged. Last year’s festival exceeded our expectations and we are excited to see what 2019 has in store!

Please complete and return the application along with your payment to reserve your space. Spaces are allocated based on past attendance and what will best diversify the market. Only one vendor will be allowed per space. Depending on the number of applications we receive, we may have to limit vendors to just one weekend, so we encourage you to mark which weekend you would prefer if we cannot offer you both. All applications must be signed, dated, and include payment to be considered.

**NO TELEPHONE RESERVATIONS WILL BE ACCEPTED.**

**NO RESERVATIONS WILL BE MADE WITHOUT PAYMENT.**

**Applications will be accepted until March 31<sup>st</sup>, 2019.** Email confirmation will be sent to those vendors assigned spaces on April 15<sup>th</sup>, 2019. Please do not assume that you have been assigned a space until you have received an email confirmation.

If you are not allocated a space, your fee will be returned, and you will be placed on a waiting list in the event of a cancellation. Late applications will be reviewed once those received on time are allocated spaces.

Sincerely,

Meghan Kelley  
General Manager  
Coppal House Farm

118 North River Rd Lee, NH 03861 (603) 659-3572

[www.nhcornmaze.com](http://www.nhcornmaze.com) [www.nhsunflower.com](http://www.nhsunflower.com)



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## **What You Need To Know**

**Dates:** Saturday July 27<sup>th</sup> & Sunday July 28<sup>th</sup> and Saturday August 3<sup>rd</sup> & Sunday August 4<sup>th</sup>, 2019

**Space Size:** Each space is 10'x10'.

**Unloading:** Setup begins at 8:00 am Saturday morning. When you arrive at the farm please wait to be directed. If you park without an attendant giving you instructions on how to do so, you will be asked to move. When you arrive at your spot, please unload all the items from your vehicle and remove your vehicle from the sales area before setting up your space.

**\*\*If your tent requires a lot of time to set up, you may schedule your setup for Friday evening between 4:00pm and 6:30pm by calling the farm or indicating your preference on the application. Setup will not begin on Saturday morning any earlier than 8:00 am.**

**Packing Up:** The farm is open from 10 am to 6:30 pm. You are required to stay until 5 pm. You may stay until 6:30 pm if you choose. Please be courteous to those still vending and of customers that may still wander through as you move your vehicles through the sales area.

**Tent Info:** All spaces are outdoors on grass and gravel with no electric hookups. Be prepared for all types of weather. Tents are strongly encouraged, but not required. If you do bring a tent, you **MUST** have the legs weighted, stakes alone are not enough. If you choose to set up your tent without the proper weights, you will be asked to take your tent down. Flying tents are a hazard to our customers as well as your fellow vendors, please be sure you bring the proper equipment with you for an outdoor event. You must provide your own tables and chairs. If you are staying for the entire weekend, you may set up once, close your tent at the end of the day, and simply reopen it the next day if you choose. Coppal House Farm will not be responsible for any equipment or goods left on the premises.

**Trash:** You are responsible for cleanup of your space at the end of your stay. We are proud to be a farm of distinction, and with that comes the responsibility that the grounds are kept clean.

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**Location:** The vending area will be directly across from our farm stand. You will be required to drop off your items, and then move your vehicle. Vehicles will not be allowed in the sales area after 9:30 am. While you may not keep your vehicle with you, it will be near the vending area.

**Cut-off Date for sign-ups:** Sunday March 31st, 2019 – Any applications received after this date will only be reviewed if there are spaces left.

**Payment:** Stall fees are \$50 per day. Please make all checks or money orders out to Coppal House Farm and include payment with your application.

We look forward to having you at our farm for this most anticipated event! We would love to promote all our vendors in any way possible, so please provide us with your website and/or social media information so we can link to your various sites as well as digital photos of your products that we can post on social media and the website.

Please call the Coppal House Farm office at 603-659-3572 with any questions.

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## 4<sup>th</sup> Annual Sunflower Festival Craft Fair Application

Vendor's Name: \_\_\_\_\_ Phone(H): \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone (W): \_\_\_\_\_

Website: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Description of Craft (please be specific): \_\_\_\_\_

### Photos of merchandise are appreciated

Please choose the dates you would like to attend. If you cannot attend the whole weekend you may select just one date, but preference will be given to those coming all weekend. If you want to attend both weekends, please write which one you prefer in the case that we can only give you one.

☐ Sat July 27<sup>th</sup>   ☐ Sun July 28<sup>th</sup>   ☐ Sat Aug 3<sup>rd</sup>   ☐ Sun Aug 4<sup>th</sup>

Stall fees are \$50 per day. You must include a check for the full amount to be considered for a vending space.

Additional Info you would like for us to know (facebook url, early setup on Friday evening, etc): \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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