League of NH Craftsmen Headquarters
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2026 Annual Craftsmen's Fair Demo/Sales Booth Holder Contract

Effective for the 93rd Annual Craftsmen's Fair at Mount Sunapee Resort, August 1–9, 2026.
THIS AGREEMENT is made between the League of New Hampshire Craftsmen, Inc. ("LNHC") and the undersigned Booth Holder. In consideration of the obligations and promises described below, the parties agree as follows:

1. Definitions

- DIRECTOR shall mean the LNHC Executive Director, or their designee.
- FAIR shall mean the **93rd Annual Craftsmen's Fair**, to be held at Mount Sunapee Resort, **August 1–9, 2026**.
- LNHC shall mean the League of New Hampshire Craftsmen, Inc.

2. License to Exhibit at the Fair

- Subject to the conditions of this Agreement, LNHC grants the Booth Holder a license to exhibit and sell LNHC-juried craft at the FAIR.

3. Standards for Craft

a. Quality of Craft

- Booth Holder may display and sell only work of the same or higher quality and nature as
- approved by the LNHC Media Standards.
- All work must comply with current LNHC Media Guidelines and Standards Policies.
- Reproductions are limited to the items and Medias specifically outlined in the LNHC Media Guidelines and may comprise no more than 15% of the work on display.
- The LNHC Standards Committee will determine compliance.

b. Removal of Craft

- To ensure variety, the DIRECTOR, Associate Director or Event Manager may limit the number of similar production items displayed.
- The DIRECTOR, Associate Director or Event Manager may require immediate removal of any non-compliant craft item(s), the LNHC Media Guidelines, or the Standards Policies.

c. Craft Standards

- Questions regarding LNHC Standards or permitted/prohibited craft must be directed to Standards Liaison at Jury@nhcrafts.org in advance of the Fair.
- New work that differs significantly in technique or materials must be submitted for a product review by **February 1, 2026**, coordinated through LNHC headquarters.

4. Requirements for Booths and Displays

a. Booth Size, Location, and Duration

- Booths are assigned in the Booth Assignment Letter
- Booth Holder will be provided a complete 10' x 10' or larger tent. Cross braces may be present in the tent and they are 7'7" high.
- The size awarded will be determined by Event Manager & availability of tent sizes.
- Booth Holder must provide a freestanding display of sound construction that will fit within the assigned tent without obstructing or endangering neighboring tents or the public.
- Any dispute regarding booth size, location or duration must be received by **January 23, 2026**
- All Booth Holders are required to break down and remove all materials from their booth area on Sunday following the closure of the event. No items may remain on the grounds after this time due to imminent removal of tents on Monday morning.

b. Booth Design and Construction

- Booths must be freestanding, sturdy, and within assigned dimensions.
- Booths must include walls or other barriers to cover tent walls and adjacent booths.
- Booths, including sides, back, and exterior walls, must be kept neat and presentable at all times. If any side or rear sections are visible, the Booth Holder is responsible for covering or finishing those areas.
- Interior booth maximum height: **10 feet**.
- Exterior booth maximum height at the perimeter: **7 feet**.
- Booths must not be attached to or in contact with the tent.
- Floors must comply with State ADA rules. Link to ADA Requirements. Ramps must be at least **3 feet** wide and remain within the booth space.

c. Booth Space

- All displays, materials, and possessions must remain within the assigned booth space.
- Nothing may extend outside the booth or block aisles. **The electrical access aisle behind interior booths may not be used for storage or any other purpose.**
- A chair may be placed in the aisle on weekdays only if it does not obstruct access.
- Demonstrations or solicitations outside the booth require prior written authorization from the DIRECTOR, Associate DIRECTOR or Event Manager. If a presentation causes aisle congestion, the event staff may suspend it.

d. Labeling and Signs

- All objects must comply with federal and applicable labeling laws.
- Sale or discount signs are prohibited.

e. Removal of Display

- The DIRECTOR, Associate Director or Event Manager may require immediate removal of any non-compliant display

f. Electrical Code

- Booths in 10x10 or 10x12 spaces are allotted 500 watts.
- Booths in 10x15 spaces are allotted 750 watts.
- Additional electricity must be ordered by June 6, 2026; late orders are not accepted.
- Exceeding wattage limits may result in a written infraction, a fine, and a fee of $1.00 per excess watt used.
- Booths must use a surge-protected power strip (this must be secured off the ground) and commercial-grade extension cords (#14 gauge, max 15 feet). Cords must not be damaged, spliced, taped, or coiled.
- Microwaves, hairdryers, irons, and other major appliances are prohibited. LNHC is not responsible for damage to Booth Holder's electrical equipment.
- Booths may be inspected during the FAIR for safety and wattage compliance.

5. On-Site Evaluation

a. Evaluation / On-Site Jury

- A jury panel made up of the Executive Director, Event Manager and one LNHC Member will evaluate the booth presentation.
- Booths will receive a score between 3 (Does not meet Expectations) and 5 (Exceeds Expectations)
- Booth score will be included in the Placement email sent out in January.

b. Unsatisfactory On-Site Evaluation

- Booth Holders scoring below 3 (Does not meet Expectations) will receive written notification after the FAIR.
- They must complete a written corrective plan before the 94th Fair (2027).
- Booth Holders must coordinate with the Event Manager regarding their progress on this corrective plan.
- They will be placed on the waiting list for the next placement process; failure to complete corrective actions will result in exclusion or expulsion from the Fair.

6. Consideration and Conduct by Booth Holder - (Code of Conduct)

- As a FAIR Participant at the Annual Craftsmen's Fair, you represent both your own work, your fellow artists and the League of New Hampshire Craftsmen (LNHC). The following Code of Conduct applies to all participants—including League Members, Booth Holders, Guest Artists, Demonstrators, Demo/Sales Booth Holders, and others such as ACD, TSATF, SG, Food Vendors, and Special Vendors.
- It is designed to ensure a professional, respectful, and positive environment at the FAIR for all participants, guests, and staff. The goal of these guidelines is to create an environment where every artist can shine, every visitor feels welcome, and the League's values of excellence, creativity, and community are clearly reflected.

a. Professional Conduct

- Participants are expected to conduct themselves in a professional manner at all times during the Fair, including set-up, event days, and tear-down.
- You are responsible for the conduct of your staff, booth helpers, and family members. Please ensure they understand and follow these guidelines.
- Professionalism includes communication, timeliness, preparedness, and presenting your work, booth, or designated space in a way that reflects the high standards of the League.

b. Respect and Kindness

- Treat all guests, fellow artists, staff, Mount Sunapee staff, and volunteers with courtesy and respect.
- LNHC values an atmosphere of kindness, collaboration, and mutual support—every interaction contributes to the reputation of the Fair.
- Be considerate of noise and your neighbors, don't blast music while setting up, breaking down or when packing in/packing out.

c. Zero Tolerance for Bullying or Harassment

- Bullying, harassment, or discriminatory behavior of any kind will not be tolerated.
- This includes verbal, physical, or online behavior that intimidates, belittles, or disrespects anyone connected to the FAIR or LNHC in any way.
- Maintain respectful communication both in person and in digital spaces, including social media in relation to the event before, during, and after the event.

d. Conflict Resolution

- If it feels appropriate, kindly speak with the person involved to resolve the issue directly. If you are uncomfortable doing so or the issue continues you can go to your Tent Captain for support.
- If a significant problem arises—whether with another participant, a guest, or staff—it should be brought to the Event Manager, Executive Director or Associate Executive Director to help resolve the issue.
- Participants should not engage in disputes with one another during the Fair.
- All concerns will be handled thoughtfully and professionally, honoring confidentially.

e. Upholding of the Code

- The League reserves the right to take immediate action in response to any breach of this conduct policy, including but not limited to: verbal or written warnings, removal from the event, restriction from future participation, or termination of any existing agreements at the sole discretion of the Executive Director, Associate Executive Director, or Event Manager.

f. Responsibility to the Fair

- Participants are responsible for maintaining their spaces in a presentable, safe, and welcoming environment.
- Any conduct that undermines the integrity, safety, or success of the Fair may result in review of participation privileges.

g. Sales Reports

- Booth Holders must submit a Sales Report Form, this is to include gross sales and all retail transactions initiated at the Fair (wholesale orders excluded).

- Reports are to be submitted by 5pm on the final Sunday - or you may submit digitally at https://nhcrafts.org/booth-sales-report/
- All reports must be received by the first Friday after the Fair.
- Reports must be received by the due date.

h. Fair Badges

- You will be issued reusable badges when you check in at the Fair office to pick up your Fair participant packet. These must be worn at all times while on Fairgrounds.
- All badges must be returned at the end of the Fair. Failure to do so will result in a $5 replacement cost for each badge not returned.
- You may return all of your badges to the Fair Office or to your Tent Captain.

i. Noise Levels

- Noise must be kept to a minimum; public address systems are not allowed. LNHC may restrict or prohibit music or instruments unrelated to craft demonstrations.

j. Fulfillment of Orders

- Booth Holders may accept only orders they can reasonably fulfill within 90 days unless otherwise stated on the receipt.
- The shipping date must be written on the customer's receipt; it is recommended that full payment not be taken until the item is shipped.

k. Withdrawal from the Fair

- Booth Holders who must withdraw must notify the Event Manager or the Executive Director LNHC by **June 30, 2026**.
- Withdrawals after this date require a doctor's note or written explanation of personal hardship for review by the Events Manager and Executive Director.
- All fees paid up to this date remain the property of LNHC. Requests for compassionate release (full or partial refund) will be reviewed on a case-by-case basis.
- Compassionate release requests should be submitted in writing to the Event Manager and Executive Director for review and consideration and at times consultation with the leadership of the Events Committee.

l. Failure to Occupy Space

- Nine-day or four-day Booth Holders must occupy their space by **3:00 PM, Friday, July 31, 2026**.
- Five-day Booth Holders must occupy their space by **9:00 AM, Wednesday, August 5, 2026**.
- Failure to occupy the booth by these deadlines may result in default and reassignment of the space without refund unless a written exception has been granted by the Events Manager, Director or Associate Director.

m. Duration of Exhibit

- Booth Holders must maintain their complete display for the duration set forth in the Booth Assignment Letter and may not begin breakdown or wholesaling earlier than **5:00 PM on the final sales day**.

n. Booth Staffing

- Booths must be staffed and open for sale during all FAIR hours. Volunteers are not responsible for sales.

o. Booth Holder Presence

- Booth Holder must be personally present at the booth for all FAIR days that they are assigned a demo sales booth.
- A FULL DAY runs from 10 AM to 5 PM at minimum.
- Booth Holder will demonstrate, producing work during a minimum of five (5) hours per day each day.
- Shared Demo/Sales Booth tent participants shall each demonstrate, producing work three and one-half hours per day, each day.
- An assistant or employee may assist in demonstrations, but this would be in addition to the state-juried member's required demonstration time.

- Booth holder shall maintain a full exhibit of craft for the duration of the FAIR. The Demo/Sales Booth tent shall be staffed and open for sale of craft at all times during FAIR hours. No sales may be made by booth holder during demonstrations; Booth holder may transact sales from the sales area during the times in which he/she is not demonstrating.

p. Inspection

- Booths may be inspected at any time by the DIRECTOR, Associate Director, Event Manager or their designee.

q. Pets

- Pets are not permitted on the Fairgrounds, including during setup and breakdown, and may not be left in vehicles.

r. Flammable Materials

- Booth Holders may not ignite or burn flammable materials (candles, incense, tobacco products, etc.) inside Fair tents or within 10 feet of any tent.
- Smoking and vaping is prohibited on the Fairgrounds.

7. Process for Infractions

- The League reserves the right to take immediate action in response to any breach of this contract, including but not limited to: verbal or written warnings, removal from the event, restriction from future participation, monetary fines, loss of jury score or point deduction, or termination of any existing agreements, at the sole discretion of the Executive Director, Associate Executive Director, or Event Manager.
- The Booth holder upon receiving written or verbal notification of an infraction from the Director or their designee may appeal the infraction in writing to the Event Manager for case-by-case review with the Event Committee.
- Serious misconduct, including but not limited to violent, threatening, abusive, harassing or bullying behavior, or use of alcohol or illegal drugs, may result in immediate removal and suspension from the Fair.

8. Booth Holder Financial Obligations

a. Booth Fees

- There is no set fee for the use of the Demo/Sales Booth Program tent. Booth holders shall submit to LNHC an $850 non-refundable deposit and $35 application fee and the signed Demo/Sales Booth Program Contract.
- The $850 deposit payment will then be deducted from the sales commission of 5% gross sales due to LNHC following the FAIR
- Demo/Sales Booth Tent Program booth holder shall pay sales commissions of 5% gross sales. All sales commissions are on gross sales and include any retail transactions initiated at the Fair (even if it is a retail order and the transaction will be completed at a later date). No commissions are due on wholesale orders. Booth holder shall submit a report on all sales at the FAIR, on the Sales Report Form approved by LNHC, whether or not a commission is owed. Sales reports shall be submitted to League staff by 6:00 PM. Sunday, August 9, 2025.
- Commissions taken and fulfilled after the close of the Fair shall be reported and paid to the League. Any sales commissions due to the League must be paid within 30 days of the close of the Fair.

b. Cancellations

- Cancellations must be submitted in writing. Fees already received at the time of cancellation are non-refundable. If the booth space cannot be reassigned, the Booth Holder remains responsible for the balance of the booth fee. Exceptions may be granted only in extenuating circumstances at the discretion of the Events Manager and Executive Director.

c. Late Fees

- Payments not received by the due date are subject to a $5 per day late fee.

d. Payments Not Refundable

- All payments made under this Agreement are considered fully earned when paid and are not refundable.

9. Prohibition of Assignment

- Booth Holders may not assign, transfer, or share any rights under this Agreement, including booth use, without LNHC's written consent.

10. Services Provided by LNHC

a. Administration

- Overall administration of the FAIR, including publicity and promotion.

b. Booth Space

- A booth space of the approximate size and location stated in the Booth Assignment Letter, or a booth of equal value.

c. Support

- Administrative support including first aid personnel, electrical service, and general information resources.

d. Program

- A FAIR program listing with each Booth Holder's name, booth number, and media category.

11. Representation and Warranties by Booth Holder

- Membership – Booth Holder is a juried member of LNHC, in good standing, with all dues and fees paid prior to the start of the FAIR.
- Residency – Booth Holder meets all LNHC residency requirements.
- Intellectual Property – The exhibition and sale of Booth Holder's work will not violate any copyright, trademark, or other intellectual property laws.

12. Breach of Contract

- Nonpayment – Failure to pay any amount due to LNHC by its due date.
- Noncompliance – Failure to follow any terms or conditions contained in this Agreement.
- Falsification – Providing false or misleading information in connection with this Agreement.
- Impropriety – Failing to conduct oneself in a professional, cooperative, and appropriate manner (see Section 6: Consideration by Booth Holder).

13. Remedies of LNHC Upon Breach by Booth Holder

- Fines – LNHC may levy a fine up to $500 for contract violations. Electrical violations carry their own penalties as described in Section 4 (Electrical Code).
- Reduction of On-Site Evaluation – LNHC may reduce the Booth Holder's jury score.
- Reductions may be cumulative and may lead to disqualification.
- Suspension – LNHC may suspend the Booth Holder's right to exhibit and sell until the
- Booth Holder complies with this Agreement.
- Termination of Contract – LNHC may terminate this Agreement. If termination occurs during the FAIR, the Booth Holder must immediately vacate their booth and remove all items.
- Disqualification – LNHC may disqualify the Booth Holder from participating in future Fairs or LNHC events.

14. Interpretation of Contract and Dispute Resolution

- The interpretation of this Agreement by the DIRECTOR is binding on the Booth Holder and all participants in the FAIR.
- The DIRECTOR may appoint individuals to act on their behalf in fulfilling these duties, as they deem appropriate.

15. Risk of Loss

a. Insurance

- Booth Holders must carry their own general liability insurance for the FAIR.
- Proof of coverage must name: League of NH Craftsmen, 49 South Main Street, Suite 100, Concord, NH 03301 as an additional insured on the policy.
- Minimum policy limits: **$1,000,000 per occurrence** and **$2,000,000 in the aggregate**.

- Proof of insurance must be submitted to LNHC by **June 1, 2026**. If the renewal date falls between June 1 and July 28, contact LNHC to arrange when proof will be provided.
- Failure to comply will result in forfeiture of booth space with no refund.

b. Booth Holder Liability

- All property owned, displayed, or stored by Booth Holders is at their own risk.
- LNHC, its employees, officers, and agents are not liable for loss, damage, or injury to Booth Holder property, except in cases of LNHC's willful misconduct.

16. Indemnification of LNHC

- The Booth Holder agrees to indemnify and hold harmless the League of NH Craftsmen, Inc.
- This protection extends to LNHC's agents, representatives, employees, volunteers, independent contractors, officers, and directors, in both individual and official capacities.
- Indemnification covers any loss, damage, liability, or expense — including court costs and attorney fees — resulting from injury to the Booth Holder, third parties, or property caused by the Booth Holder's actions, failure to act, or negligence.

17. Independent Contractor

- Booth Holders act as independent contractors.
- This Agreement does not create any other relationship, such as landlord/tenant or employer/employee, between LNHC and the Booth Holder.

18. Complete Agreement

- This Agreement constitutes the entire understanding between LNHC and the Booth Holder and supersedes all prior or contemporaneous agreements, discussions, or representations, whether written or oral, relating to the subject matter herein. By signing below, the Booth Holder acknowledges that they have read, understand, and agree to all terms of this Agreement.

19. Waiver

- Waiving any term or condition of this Agreement does not constitute a waiver of the same or any other term or condition in the future.