League of New Hampshire Craftsmen (LNHC)

Guest Food Vendor Contract – 93rd Annual Craftsmen's Fair

Event: 93rd Annual League of NH Craftsmen's Fair

Location: Mount Sunapee Resort, Newbury, NH

Event Dates: August 1–9, 2026

Fair Hours: 10:00 AM – 5:00 PM daily

Set-Up Days: July 27–30, 2026 (arrival scheduled with Event Manager)

Vehicle Access Cut-Off: Friday, July 31 – vehicles off grounds by 4:00 PM; personnel may remain.

Daily Schedule: Arrive by 9:00 AM; ready by 10:00 AM; no breakdown before 5:00 PM. You may drive on to the grounds strictly for loading and unloading between the times of 6pm and 9am. All vehicles must be off the grounds by 9am.

Final Move-Out: Monday, August 11 by 5:00 PM – space must be left clean and in original condition

Waste Disposal: Trash must be placed in provided dumpsters (location confirmed on site). Vendors are responsible for removal of items such as cooking oil. No hazardous materials may be disposed of in dumpsters. Gray water is to be disposed of appropriately, location TBD and confirmed at arrival.

1. Parties

This Agreement is made between the League of NH Craftsmen, Inc. (LNHC) and the Guest Food Vendor (Vendor).

2. League Responsibilities

- Coordinate and supervise all Fair advertising, promotion, and publications.
- Provide security and medical personnel during Fair hours, August 1–9, 2026.
- Provide shuttle service for visitors from lower parking lots to the Fair site.
- Provide access to electricity and Wi-Fi (not guaranteed—vendors should bring a hotspot for backup).
- Provide access to cold water.
- Provide access to the Competition Center from 8:00 AM–6:00 PM daily during the Fair.
- Provide staff for Fair planning, contracting, and related tasks.
- Secure necessary permits and manage all negotiations with Mount Sunapee Resort.

3. Vendor Responsibilities

- Supply all staff and personnel for set-up, operation, and dismantling.
- Meet all League deadlines for payment, paperwork, and setup/teardown.

- We appreciate cross promotion advertising of the 93rd Annual Craftsmen's Fair through your own marketing channels. For any media related materials or question please contact the Event Manager.
- Provide all business equipment and supplies, excluding electricity.
- Sell only approved product(s) in assigned space.
- No added credit card surcharges. We would rather your price be inclusive and discount for cash if you choose to do so.
- Abide by Competition Center rules: no food preparation or storage except in League-provided coolers.
- Maintain general liability insurance with limits of $1,000,000 per occurrence / $2,000,000 aggregate, naming LNHC as additional insured.
    - COLI must show as League of NH Craftsmen, 49 South Main Street, Suite 100, Concord NH 03301 under the "additional insured"
    - Certificate of Insurance due by June 1, 2026.
    - Vendors without coverage may purchase through LNHC's group policy (Total Event Insurance). Contact eventmanager@nhcrafts.org for details.
    - Vendors will not be allowed to move in without proof of coverage.
- Ensure all staff wear exhibitor badges provided by LNHC. Please submit badge counts at time of application. Badges will be distributed with the Fair Packet at the Fair Office during setup.
  • Vendors must return all badges at the end of the Fair. A $3 fee applies for each lost or damaged badge.
- Ensure staff remain respectful of LNHC and Mount Sunapee personnel. No unsupervised minors are allowed on site. All concerns or requests must go through the LNHC Event Manager or Executive Director, not subcontractors or Mountain staff, unless otherwise directed.

4. Fees & Reporting

- Vendors shall pay LNHC 10% of gross sales, due by August 25, 2026.
- A Daily Sales Report must accompany payment.
- Payment: Checks payable to League of NH Craftsmen and mailed to:

  Attn: Guest Food Vendor
  League of NH Craftsmen
  49 South Main Street, Suite 100
  Concord, NH 03301

5. Application

- To help ensure less overlap in food selections, please submit a detailed list of menu items and price for review by the Event Manager. Event Manager will confirm with vendors on acceptance of application.
- In the interest of providing fairgoers as wide a selection as possible, the Event Manager may limit specific types or variety of prepared food. LNHC does not grant Vendors exclusive rights to sell any particular item.
- The Event Manager will notify applicants by email or phone whether their application is accepted or rejected.

6. Compliance

Vendors must comply with all federal, state, and local laws; Mount Sunapee Resort rules; fire/safety regulations; and LNHC policies. Violations may result in penalties, loss of access, or removal from the Fair without refund.

Applicable permits and certificates must be submitted to the Event Manager 14 days prior to Fair.

Smoking or vaping is prohibited on the Fairgrounds. Use of alcohol or illegal drugs may result in immediate removal from the Fair.

7.Complete Agreement

By signing this agreement, you acknowledge and will comply with the Code of Conduct linked **here.**

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.

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

Contact the Event Manager for any questions. - eventmanager@nhcrafts.org or 603-748-6911

6. Signatures

Guest Food Vendor

Business Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

League of NH Craftsmen, Inc.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____