League of New Hampshire Craftsmen (LNHC)

Guest 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 29–31, 2026 - Times to be confirmed.

Vehicle Access Cut-Off: Friday, July 31 – vehicles off grounds by 4:00 PM; personnel may remain. Daily Schedule: Arrive by 9:30 AM; ready by 10:00 AM; no breaking down before 5:00 PM. All vehicles must be off the grounds by 9:00 AM daily.

Final Move-Out: August 9th, end of day - No breaking down of the booth before 5:00 PM - space must be left clean and in original condition. There will be further instructions on the load out process.

1. Parties

This Agreement is made between the League of NH Craftsmen, Inc. (LNHC) and the Guest 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).
- Secure necessary permits and manage all negotiations with Mount Sunapee Resort.
- Provide League personnel necessary for all pre-Fair planning, contracting, and related administrative tasks.
- Provide the Vendor with:
    - One 10x10 tent
    - Two 8' tables
    - Two folding chairs
    - 750 watts of electricity

3. Vendor Responsibilities

- Supply all staff and personnel necessary for the setup, operation, and dismantling of their exhibit.
- Meet all deadlines established by the League for payment of fees and deadlines applicable to setup and dismantling.
- We appreciate cross promotion advertising of the 93rd Annual Craftsmen's Fair through your own marketing channels. For any media related materials, or questions please contact the Event Manager.
- Provide all business equipment and materials necessary for conducting Vendor activities (with the exception of the electricity, tent, tables, chairs,) that are provided by the League.

- Sell only pre-approved, pre-packaged, and labeled products within the assigned booth.
- You may not solicit or hand out marketing materials outside of your assigned booth space.
- 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 “an 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 at all times while on the Fair grounds. 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.
- A Daily Sales Report must be submitted at the end of the Fair with the return of your badges. Failure to do so may limit your return to the Fair.

4. 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.
Smoking or vaping is prohibited on the Fairgrounds. Use of alcohol or illegal drugs may result in immediate removal from the Fair.

5. 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 Guest 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 Guest Vendor acknowledges that they have read, understand, and agree to all terms of this Agreement.
Contact the Event Manager Karina Jonas for any questions at eventmanager@nhcrafts.org or 603-748-6911.

6. Signatures

Captured on online form.