

## 36th Annual Farmington Hay Day, Saturday, August 19, 2017

### Booth Information:

- **Approximate size of each space is 6 feet by 12 feet, only one hundred spaces available, for additional information call Alisha Randall or Rick Conway at 755-2405.**

### Rules & Regulations for all Hay Day Participants:

1. Each applicant assumes all responsibility for all risk of loss in connection with any reservation and/or use of space on Hay Day. The Town of Farmington and its agents, employees, volunteers and the Hay Day Committee shall in no event be liable for damage of property, theft of property, loss of property or any other injury. Applicant agrees to identify and hold The Town of Farmington and its agents, employees, officers and volunteers harmless from any and all claims, actions, damages, liability and expenses in connection with any injury to person or property, including loss of life, associated with or arising out of this agreement hereunder.

2. All applicants must provide everything needed for their own space. No electricity, tables, chairs or water is provided. All materials to erect a booth must be provided by exhibitor.

3. All generators must be in a protective cage. **All generators must have quiet motor. No loud motors will be permitted!!!** All cords must be flagged with your own day glow plastic tape, to prevent the public from tripping over them. The Town of Farmington, all its departments and volunteers assumes no liability for negligence, accidents, injury, death or damage incurred in the use of generators. **No generators will be located near the center of Town where the Hay Day Booth is located due to noise issues!**

4. Participants are responsible for the cleanup of their designated space and must supply their own trash containers and bags. **If your space is not cleaned up, you will not be invited back!** All Food Vendors are required to leave a \$25.00 deposit that will be returned after a recreation staff checks on clean up.

5. ABSOLUTELY NO PROPELLANT NOVELTY ITEMS, SNAPPING SMELLY TOYS, COLORED HAIR SPRAY, SQUIRT GUNS OR STRING CONFETTI OR ANYTHING OF THIS NATURE WILL BE SOLD OR GIVEN AS A PRIZE. THESE MATERIALS ARE HARMFUL TO CRAFTS AND ARE IMPOSSIBLE TO CLEAN FROM THE STREETS. IF THESE ITEMS ARE SOLD, YOU WILL BE ASKED TO LEAVE IMMEDIATELY! THERE ARE NO EXCEPTIONS TO THIS RULE! **ABSOLUTELY NO GLOW ITEMS WILL BE FOR SALE ON HAY DAY - THIS INCLUDES GLOW STICKS, HATS, GLASSES, NECKLACES ETC.**

6. Hay Day is a Family event. **Vendors will not be permitted to sell or give away obscene or degrading posters, T-shirts, merchandise or prizes.** This will be strictly enforced by the Recreation & Police Department. Vendors that violate this rule **will not be invited back!**

\*\*\* VERY IMPORTANT INFORMATION: VENDORS MUST SET UP BETWEEN THE HOURS OF **5:30AM AND 8:00AM**. GATES CLOSE AT 8AM, NO ONE WILL BE ALLOWED TO SET UP AFTER THIS TIME. PLEASE CHECK IN AT THE HAY DAY BOOTH IN THE CENTER OF TOWN UPON ARRIVAL. YOU WILL BE GIVEN YOUR SPACE ASSIGNMENT AT THAT TIME. Please remember not to park your vehicle in the middle of the road while you are unloading when traffic is still flowing through town.

**\* By signing the Booth Registration Form you agree to abide by the Rules & Regulations listed above.**

**\*\*\*VENDORS ARE PROHIBITED FROM SELLING ITEMS AT THE FIREWORKS!**

**Please keep this copy for your records!**

**Booth Registration Form:**

Payment by check only: **payable to Farmington Recreation Department**. Please complete the following section and return by Friday, July 21<sup>st</sup> please mail all forms & payments to: Farmington Recreation Department, 531 Main Street, Farmington, NH 03835 (603) 755-2405

I/We hereby apply to the Farmington Recreation Department for a booth space at the Farmington Hay Day on Saturday, August 19, 2017 from 9am – 3:00pm.

**\*\*\* Please Print clearly:**

**Business Name/Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Day Phone:** \_\_\_\_\_ **Evening Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Please list/describe all sale items, menus, displays, demonstrations or any other activities you will offer:** (Please read rules & regulations regarding prohibited items)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you have a trailer?** \_\_\_\_\_ **What size?** \_\_\_\_\_

**Will you require more than one space?** \_\_\_\_\_ **How Many?** \_\_\_\_\_

(Spaces are 6 feet x 12 feet – roughly the size of a parking space)

**We need to have your best guess for the size of the space you will be using. Please indicate if you are using a small card table, regular size banquet table, trailer or tent etc.:**

\_\_\_\_\_  
\_\_\_\_\_

**Do you use a generator?** \_\_\_\_\_ **QUIET GENERATORS REQUIRED – Boxes preferred**

**Will you be using a propane tank?** \_\_\_\_\_

**Booth Space Fee: Please check one: (price is per space)  
There are no free spaces - regardless of non-profit status!**

\_\_\_\_\_ **\$95.00 All Food Vendors & Games**

\_\_\_\_\_ **\$75.00 All for profit non craft items including**

**Apparel & novelty items (T-shirts, toys, equipment)**

\_\_\_\_\_ **\$40.00 Political Parties and affiliates**

\_\_\_\_\_ **\$30.00 All craft/homemade items baked goods**

**Yes I will Be Participating in the Vendor Booth Contest**

**I Do NOT want to Participate in the Vendor Booth Contest**

The Recreation Department has the right to re-categorize any individual who we feel doesn't fit into the category registered for with application. I have read and agree with all rule and regulations for hay day participants. The Hay Day Committee reserves the right to accept or reject any application.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## Farmington Parks & Recreation

531 Main Street, Town Hall

Farmington, NH 03835

(603) 755-2405

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Alisha Randall, Assistant Director

Dear Vendor,

We hope you will join the Farmington Recreation Department on Saturday, August 19<sup>th</sup> from 9am – 3:00pm for the **36<sup>th</sup> Annual Farmington Hay Day**. All vendors need to be cleaned up and off the street by 4:00pm. This year's theme is "The Tigers Den". We are looking forward to a great day and we hope that you will join us!

Enclosed you will find the application for a booth space and the rules and regulations related to Hay Day. Please complete and return the vendor form as soon as possible. We have 100 spaces available and they will go quickly!

If you are a food vendor, we would also like to remind you that although you don't need a food vendor permit for our one-day special event, we would like you to follow the State of New Hampshire Department of Health Safety Rules:

1. Food concessions must have an approved fire extinguisher in the booth.
2. LPG Tanks must be securely attached on a firm base and the valve protected.
3. Commercial concessions must provide a certificate of Insurance showing comprehensive liability and the dates must include the date of our event.

Please also remember basic health rules including washing your hands and properly handling the food you are serving. Booths are subject to inspection by the Town of Farmington Health Officer after set up on Hay Day.

If you have any questions regarding Hay Day, please call the Recreation Department at 755-2405. A confirmation letter will be sent out upon receipt of your application. Your location will be assigned the morning of Hay Day. Thanks for your interest and we hope you join us at the **36<sup>th</sup> Annual Farmington Hay Day**.

Sincerely,

Alisha Randall  
Assistant Director of Recreation