



Holiday Craft Fair
Saturday, December 2, 2017
9:00 a.m. to 1:00 p.m.
Medical Office Building
600 St. Johnsbury Road
Littleton, NH 03561

Vendor Registration Form

I/we are pleased to support the Littleton Regional Healthcare 5th Annual Holiday Craft Fair as a vendor. LRH will include our name on all the vendor materials printed for the event consistent with vendor information below.

- Name: _____
- Vendor Company: _____
- Type of Craft: _____
- Address: _____
- City, State Zip: _____
- Telephone: _____
- Email: _____
- I need an electrical outlet near my vendor table: YES _____ NO _____
- I am bringing my own table: YES _____ NO _____
- I need to rent a table which includes 1 chair (\$10.00 per 6ft table): YES _____ NO _____
- I need to rent additional tables (\$10.00 per additional table): IF YES, HOW MANY _____
- I need to rent additional chairs (\$1.00 per chair): IF YES, HOW MANY _____
- Please consider donating a raffle prize for our Spectacular Silent Auction:

_____ I/We will donate a gift of _____ for the Silent Auction.
(Prizes can be given to the Craft Fair Planning Team on the day of the event!)

Vendor fee of \$25.00 plus any additional cost for optional table and chair rentals must be paid before the event. Cancellations should be made no later than 7 days before the event.

Please make checks payable to Littleton Regional Healthcare, ATTN: LRH Craft Fair

(See reverse side for event details)

Vendor Details

Location:

The event will be held in the Medical Office Building of Littleton Regional Healthcare

Check In:

Please check in between 7:30am and 8:30 am and be ready for customers by 9:00 am.

Vendor Table Break Down:

Please remain setup until the end of the craft fair at 1:00 pm.

Vendor Space Includes:

- Space large enough for a 6ft table
- Electricity if needed
- Crafters are welcome to bring their own 6ft. table and chairs
- Tables and chairs are available for an extra charge:
 - One 6 ft table and one chair: \$10.00
 - Additional chairs: \$1.00 per chair

Note: Please bring your own extension cords, backdrop, materials, etc. for your display area. Please plan to have coverage at your table throughout the entire event.

Event Parking:

We ask crafters to park in the lower parking lot after unloading at the main entrance of the Medical Office Building.

Questions:

If you have questions related to your space or raffle prize, please contact Katelyn Murray at (603) 444-9355, or by email at kmurray@lrhcares.org.