

# THE 28<sup>TH</sup> ANNUAL made in



# expo

**April 4, 5 & 6, 2025**

DoubleTree by Hilton,  
Manchester

**Friday: 1 p.m. to 7 p.m.**

**Saturday: 10 a.m. to 5 p.m.**

**Sunday: 10 a.m. to 4 p.m.**

## Event Quick Facts:

- Juried show
- **ONLY NH-based companies** are invited to exhibit; **ONLY products made in NH** may be sold
- Limited number of exhibitors in each category\*
- No multi-level marketing (Avon, Tupperware, etc.) or commercial services

## Activities Quick Facts:

- Sampling of beer, wine & spirits
- Stage Entertainment/vendor demos
- Visit with rescue animals
- Kids activities

**Reach thousands of shoppers looking to purchase unique, locally-made products and services.**

\* A wait list will be generated if a category is full and we will notify you if a spot becomes available.

**Booth Space Includes:**

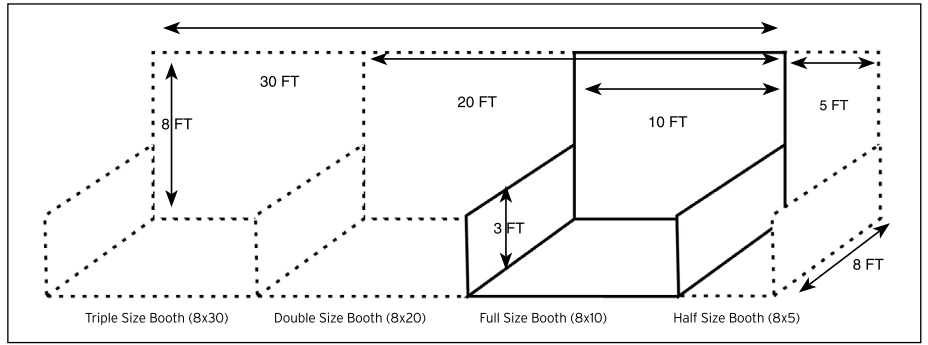
- Space with pipe and drape (8' back wall and 3' side drape) and identification sign
- Company name, contact information and **20-word description** to be listed in the **Made In NH Expo** Program, distributed at the Expo and on social media
- Onsite Exhibitor Service Center
- Wireless internet
- Up to 15 printed name badges (depending on booth size) for booth staff
- 10 complimentary **Made in NH Expo** admission tickets for customers, colleagues, friends and family

**Booth Space Add Ons:**

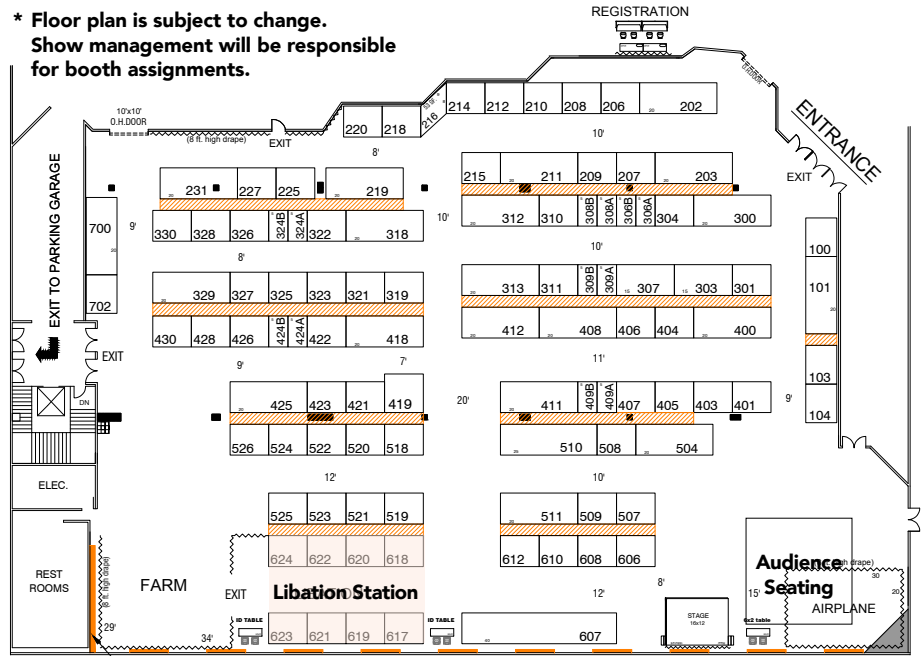
- Exhibit tables, chairs and electricity are available at an additional cost, and exhibitors will receive order forms for those items prior to the Expo.

Email [KKeating@GraniteMediaGroup.com](mailto:KKeating@GraniteMediaGroup.com) for more information.

*Upon acceptance to the expo, exhibitors will receive additional information about the show, as well as paperwork to be completed*



**\* Floor plan is subject to change. Show management will be responsible for booth assignments.**



**Addition Marketing Opportunities**

**Print Advertising..... \$149**

- 1/4 page ad in the event program, distributed to all festival attendees to increase your visibility during, and after, the Expo.\*

\*Design services available for an additional \$95 per hour

**Digital Marketing Package .....\$195**

- Enhanced exhibitor listing on the expo webpage featuring your company, photos of your products and a link to your website.
- Listings will be kept online for 6 months so vendors and attendees will have access your store long after the expo is over.
- Digital screen at the entrance to the expo, displaying your items and booth numbers

**Show Details**

**Show Location**

DoubleTree by Hilton Manchester Downtown Hotel Expo Center  
700 Elm St. • Manchester, NH

**Show Hours**

- Fri., April 4** 1:00 p.m. to 7:00 p.m.
- Sat., April 5** 10:00 a.m. to 5:00 p.m.
- Sun., April 6** 10:00 a.m. to 4:00 p.m.

**Set-up Hours**

- Thurs., April 3** 2:30 p.m. to 6:00 p.m.
- Fri., April 4** 7:00 a.m. to 11:00 a.m.\*\*

**Tear Down Hours**

- Sun., April 6** 4 p.m. to 6 p.m.\*\*\*

**\*\* All booths must be set up by 11 a.m. on Friday, April 4.**

Any booth that is not claimed by 10 a.m. on Friday, April 5 will be reassigned with no refund to the original exhibitor.

**\*\*\*Exhibitors are not permitted to begin booth tear down until 4 p.m. on Sunday April 6.**

Everything must be removed by 6 p.m.

**Exhibitors will be allowed into the hall at 8:30 a.m. on Saturday and Sunday.**

**Instructions**

1. Please complete all sections of this application, including description.
2. Sign and return via email to [KKeating@GraniteMediaGroup.com](mailto:KKeating@GraniteMediaGroup.com) along with photos of all item types you intend to sell.
3. Once you are accepted into the show, you will receive an invoice for **\$100 deposit** to reserve your space.

For more information contact: **EventsNH at 603.626.6354 Ext. 224**

Please note this PDF can be filled out digitally.

<p><b>Contact Information</b> (will <b>not be listed</b> in the program):</p> <p>Contact Person _____</p> <p>Address _____</p> <p>_____</p> <p>City/State/Zip _____</p> <p>Phone _____</p> <p>E-mail Address _____</p> <p>Facebook Page _____</p> <p>Instagram Page _____</p> <p>List all products to be sold:*</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Additional Information</b></p> <p>(Information listed below <b>will appear</b> in the <b>Expo</b> program):</p> <p>Company Name _____</p> <p>Website _____</p> <p><i>Description of product or service (20 words maximum).</i></p> <p><i>Information may be edited for length, grammar and misspelling:</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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\*Only products listed above will be allowed.

<b>General Rates</b>	
<b>Standard Booth</b>	<b>Rates</b>
8'x5' .....	\$395
8'x10' .....	\$595
8'x15' .....	\$875
8'x20' .....	\$1,095
<b>Sampling Booth (Food or alcohol vendors only):</b>	<b>Rates</b>
8'x5' .....	\$325
8'x10' .....	\$475
8'x15' .....	\$795
8'x20' .....	\$925
<b>Add Ons</b>	
End of aisle space (additional cost) .....	\$100
1/4 page ad in expo program.....	\$149
Enhanced digital package .....	\$195
<b>Total</b> .....	\$ _____

**Reserve now!**

Premium booth space is first come first served!

**Categories will be limited.**

Only items approved by show management will be allowed to be sold.

Once you have been accepted into the show, you will receive an invoice for a \$100 non-refundable deposit. Booth space is not confirmed until deposit is paid.

Final payments will be due **by Feb. 28<sup>th</sup>**.

**Would you like to demo your product on stage during the event?** If yes, we will reach out to discuss.

**Yes**

**Agreement**

We have read and agree to abide by all the rules and regulations for the 2025 **Made in NH Try It & Buy It Expo**. Upon acceptance of this application by EventsNH, this application shall bind as a contract.

Print Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Please also read and sign the next page of this application.



1. The following Rules & Regulations will govern and bind all exhibitors at the Made In NH "Try It & Buy It Expo" hereinafter called "the Expo". The Expo will be held at the DoubleTree by Hilton Manchester Downtown Hotel Expo Center, Manchester, NH on April 4, 5 & 6, 2025. EventsNH/Granite Media Group LLC, hereinafter called "Show Management", hereby leases, subject to the Rules and Regulations contained herein, to exhibitors, the booth(s) at the Expo in accordance with exhibit space rental charges set forth on the Exhibit Space Application, to be used by the exhibitor for the purpose set forth herein among said Expo. Show Management has the right to reject or cancel any Exhibit Space Application. Applications will be accepted at the discretion of the Show Management, based on overall exposition mix, quality and appropriateness of exhibitor's products or services. **If an exhibitor cancels their contract within 45 days of the show, the exhibitor is responsible for full payment of the contract. Cancellation prior to the 45 days will result in a refund of any booth fees paid minus the \$100 booth deposit.**

\_\_\_\_\_(Vendor Initials)

2. Show Management reserves the right to remove, without refund or recourse, any exhibitor who misrepresents their product as being made in NH.

3. **Space Fees.** All fees for exhibit space are due by the date specified. Accepted payment forms are check and credit card. No exhibitor will be allowed to move into a booth space that has not been paid in full prior to the first day of move-in. Any unpaid exhibit space will be reallocated at the discretion of Show Management.

4. **Installation and Removal.** Exhibitors will set up displays and load-in materials on Thursday, April 3, 2025 from 2:30 p.m. to 6 p.m. and Friday, April 4, 2025, from 7 a.m. to 11 a.m. Exhibits must be fully set up by 11 a.m. on April 4, 2025. Any space not claimed and occupied by 10 a.m. on April 4, 2025 may be sold or reassigned by Show Management to others without refund to exhibitor. **The exhibits may not be dismantled before 4 p.m.** and, in any event, must be removed from said premises before 6 p.m. on April 6, 2025. In the event exhibit space is not vacated by the exhibitor within such time, Show Management is authorized to remove from said space, at the expense of the Exhibitor, all goods, merchandise, and property of any and all kinds that may then occupy any portion of said space for which the term of the contract has expired, and Show Management shall not be liable for any damage or loss of such goods, merchandise or other property, or to the space from which removed, by reason of such removal. Any such property left by the exhibitor after the time for removal thereof shall be deemed abandoned by the exhibitor. Show Management or its agent are hereby expressly released from any and all such claims for damages of any kind or nature arising from such removal. Neither the venue nor Show Management are able to provide hand trucks or carts due to liability. Vendors are expected to provide all necessary equipment needed for loading in products/displays.

\_\_\_\_\_(Vendor Initials)

5. Exhibitor agrees to abide by move-in and move-out regulations as stipulated by Show Management. Exhibitor agrees to maintain setup for the duration of the show. If you break down early you may **not be allowed to participate** in EventsNH future expos.

\_\_\_\_\_(Vendor Signature)

6. In the event of an emergency, the exhibitor must contact show management immediately and obtain written permission from Show Management to receive any exception to show policies.

7. **Use of Exhibit Space.** No exhibitor shall sublet or share the space allotted with any other business or firm. Each exhibiting company must have its own booth. Exhibitor shall not obstruct access to any portion of the sidewalks, entrances, aisles, doorways, and all ways of access to public utilities pertaining to the exhibit hall premises. Exhibitors shall be responsible for keeping their booth staffed, neat, clean, and orderly at all times, and shall act so as to comply with these rules and regulations and those imposed by the manager or owner of the building.

8. **Booth Construction Standards, Sightlines and Height.** Booths are generally arranged in a straight line and have neighboring

exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Display materials should be arranged in such a manner to be respectful of sight lines of neighboring exhibitors. End-cap booths are exposed to aisles on two sides.

9. **Mechanical Failure/Acts of God.** Exhibitor expressly waives any and all claims for compensation for any and all loss or damage sustained by reason of any defect, deficiency, failure, or impairment of the roof or any water supply system, drainage system, heating system, electrical system, ventilation system, refrigeration system, or other mechanical system leading to or on the exhibition hall premises. In the event the exhibition hall premises, or any part thereof, is damaged by fire or if it for any other reason, including strikes, war, weather, state of emergency, failure of utilities, or act of God, which in the opinion of Show Management renders fulfillment of the Contract by Show Management impossible, the exhibitor hereby expressly waives, releases and discharges Show Management or the owner or manager of the exhibition hall, and their agents, from any and all demands, claims, actions, and causes of action, in law or inequity, arising from any such causes.

10. **Show Cancellation.** In the event the Expo needs to be cancelled, all vendor payments will be returned in full within 4 weeks.

11. **Licenses & Copyrighted Materials.** Exhibitor warrants that all copyrighted materials, trademarks or servicemarks used by the exhibitor have been properly licensed or authorized by the owner thereof, and the exhibitor indemnifies and holds Show Management and owner or manager of the exhibition hall harmless from any and all claims, losses, expenses, or costs arising therefrom. \_\_\_\_\_(Vendor Initials)

12. **Insurance Requirements.** Each exhibitor is responsible for keeping their leased space free from any dangerous conditions that might cause injury to persons coming upon the premises or damage to property. Show Management and the DoubleTree by Hilton Manchester Downtown Hotel and its officers, employees and agents shall not be liable to the exhibitor, agents, employees, or any other person coming into the space leased by the exhibitor for injury to the person or property of any such persons and the exhibitor undertakes to fully indemnify and hold harmless Show Management and the DoubleTree by Hilton Manchester Downtown Hotel as to any such liability. Each exhibitor is responsible to insure their own property while on the premises and while in transit to and from the Exhibit hall. Insurance Certificates are required that meet specified limits of insurance as outlined by Show Management. Neither Show Management nor the DoubleTree by Hilton Manchester Downtown Hotel are in any way responsible for damages or theft to exhibitor's property at any time before, during or after show hours.

13. **LIMITATION OF LIABILITY.** IN NO EVENT WILL SHOW MANAGEMENT BE LIABLE TO EXHIBITOR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHATSOEVER (INCLUDING DAMAGES FOR LOSS OF USE, REVENUE, OR PROFIT, BUSINESS INTERRUPTION, AND LOSS OF INFORMATION), WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SHOW MANAGEMENT'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, SHALL NOT EXCEED THE TOTAL OF THE AMOUNTS PAID TO SHOW MANAGEMENT BY EXHIBITOR PURSUANT TO THESE RULES AND REGULATIONS.

14. **Amendment:** Any modification of these Rules and Regulations shall be made in writing and must be signed by authorized representatives of both parties.

15. **Entire Agreement:** These Rules and Regulations, along with the Exhibit Space Application, constitutes the entire agreement between the parties regarding the subject matter in this agreement.

16. **Governing Law:** These Rules and Regulations shall be enforced and governed by and in accordance with the laws of the State of New Hampshire.