



# Very Merry

## HOLIDAY GIFT FESTIVAL

**December 9 & 10, 2023**

**Saturday: 10 a.m. to 6 p.m.**

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

The DoubleTree by Hilton Expo Center,  
Manchester, NH

**The Very Merry Holiday Gift Festival features** unique gifts, specialty food items and other products from all over New England.

*Brought to you by EventsNH, the producers of the Made in NH Expo.*

### Event Quick Facts:

- Juried show
- High quality artisan products and specialty foods
- 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
- Photos with Santa
- Exhibitor demos
- Holiday entertainment
- Visit with rescue animals
- Kids only holiday shopping area
- Kids arts & crafts stations

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



## Booth Space Includes:

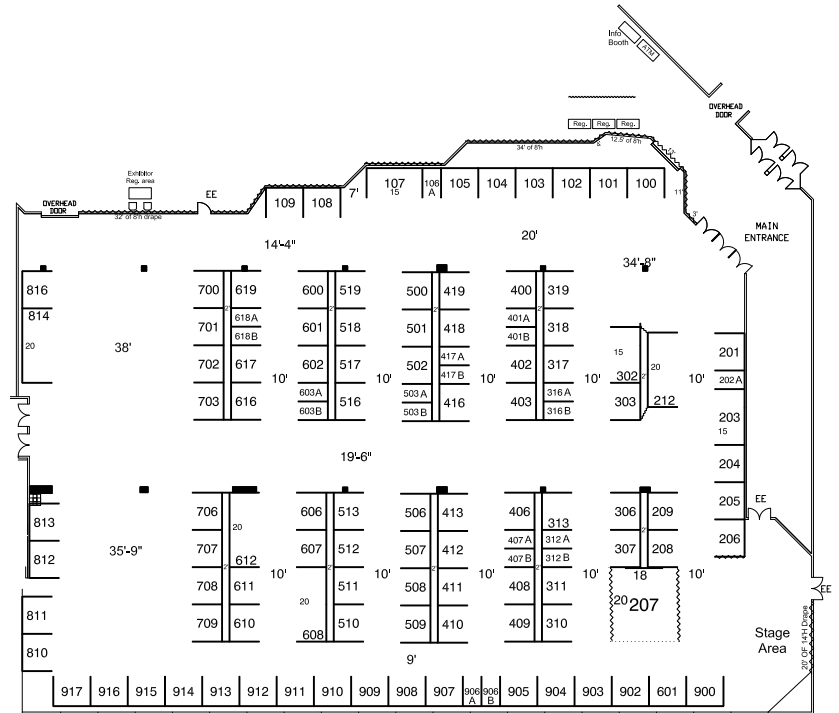
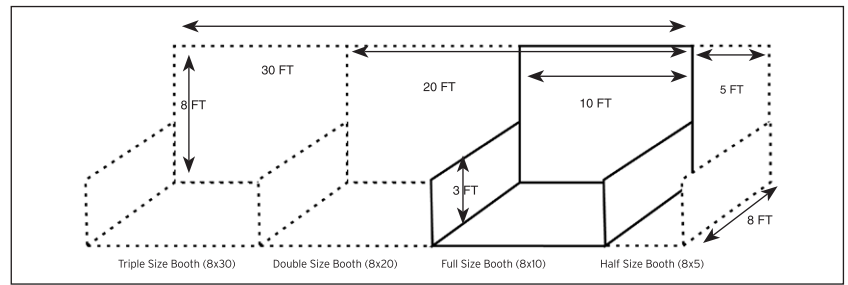
- Space with pipe and drape (8' back wall and 3' side drape) and identification sign
- Company name, contact information and **20-word description** to be used in **Very Merry Holiday Gift Festival** promotion and social media
- A free listing on the Expo website, with link to exhibitor's website
- Onsite Exhibitor Service Center
- Wireless internet is included in your booth fee
- Up to 15 exhibitor passes for booth staff
- 20 complimentary **Very Merry Holiday Gift Festival** admission tickets to the Expo 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.

Please email [kkeating@GraniteMediaGroup.com](mailto:kkeating@GraniteMediaGroup.com) for more information.

*Approximately 30 days prior to the Expo, confirmed exhibitors will receive an exhibitor kit that includes additional show information and paperwork.*



\*Floor plan is subject to change

## Addition Marketing Opportunities

### Print Advertising..... Investment: \$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 ..... Investment: \$175

- Dedicated website featuring your company, photos of your products and a link to your website.
- Listings will be kept online for 1 year so vendors and attendees can access your store year round.
- Digital screen at the entrance to the expo, displaying your items and booth numbers to attendees in line

## For More Information

### Very Merry Holiday Gift Festival

**1001 Elm St., Suite 204  
Manchester, NH 03101 (We've moved!)**

Phone: 603.626.6354 Ext. 223 • Fax: 603.626.6359  
[kkeating@GraniteMediaGroup.com](mailto:kkeating@GraniteMediaGroup.com) • [VeryMerryFestival.com](http://VeryMerryFestival.com)

## Show Details

### Show Location

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

### Show Hours

**Sat., December 9** 10 a.m. to 6 p.m.  
**Sun., December 10** 10 a.m. to 4 p.m.

### Set-up Hours

**Fri., December 8** 2:30 p.m. to 7 p.m.  
**Sat., December 9** 6:30 a.m. to 9 a.m.\*

\*All booths must be set up by 9 a.m. on Saturday, December 9. Any booth that is not claimed by 9 a.m. on December 9 will be reassigned with no refund to the original exhibitor.

### Tear Down Hours

**Sun., December 10** 4 p.m. to 6 p.m.\*\*

\*\*Exhibitors are **not** permitted to begin booth tear down prior to 4 p.m. on Sunday Dec. 10. Everything must be removed by 6 p.m.

## 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 **\$50 deposit** to reserve your space.



For more information contact: **EventsNH at 603.626.6354 Ext. 223**

<p><b>Contact Information</b> (will <b>not be listed</b> in the program):</p> <p>Contact Person _____</p> <p>Address _____</p> <p>City/State/Zip _____</p> <p>Phone _____</p> <p>E-mail Address _____</p> <p>Facebook Page _____ <i>(Copy the link at the top of your Facebook page)</i></p> <p>List all products to be sold:*</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>*Only products listed above will be allowed.</p>	<p><b>Additional Information</b> (Information listed below <b>may be used</b> in <b>Very Merry Holiday Gift Festival</b> promotion)</p> <p>Company Name _____</p> <p>Website _____</p> <p><i>Description of product or service (20 words maximum). Information may be edited for length, grammar and misspelling:</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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General Rates	
<b>Standard Booth</b>	<b>Rates</b>
8'x5' .....	\$325
8'x10' .....	\$495
8'x15' .....	\$750
8'x20' .....	\$895
<b>Sampling Booth (Food or alcohol vendors only):</b>	<b>Rates</b>
8'x5' .....	\$225
8'x10' .....	\$395
8'x15' .....	\$650
8'x20' .....	\$795
<b>Add Ons</b>	
End of aisle space (additional cost) .....	\$75
1/4 page ad in expo program.....	\$149
Enhanced digital package.....	\$175

**Reserve now!**

Premium booth space is first come first served!

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**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 \$50 deposit.

Final payments will be due **no later than November 17<sup>th</sup>.**

## Agreement

We have read and agree to abide by all the rules and regulations for the **2023 Very Merry Holiday Gift Festival**. 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 Very Merry Holiday Gift Festival hereinafter called the Expo, to be held at the DoubleTree by Hilton Manchester Downtown Expo Center, Manchester, NH, Dec. 9 & 10, 2023, and are a part of the Exhibit Space Application. EventsNH/Granite Media Group., 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 on the discretion of the Show Management, based on overall Exposition mix, quality and appropriateness of exhibitor's products or services. **If an exhibitor cancels contract within 60 days of the show, the exhibitor is liable for full payment of the contract. Any other cancellation prior to the 60 days will result in a \$100 administrative fee.**

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

**2.** Show management reserves the right to remove, without refund or recourse, any exhibitor who misrepresents their product as being made in New England.

**3. Space Fees.** All fees for exhibit space are due prior to the start of set up. Accepted payment forms are Cashier's Check or Money Order, Check, Visa, MasterCard and American Express. No exhibitor will be allowed to move into a booth space that has not been paid in full 5 days prior to the first day of move-in. **Payments will not be accepted on site.** 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 Friday, Dec. 8, 2023 from 2:30 p.m. to 7 p.m. and Saturday, Dec. 9, 2023 from 6:30 a.m. to 9 a.m. Exhibits must be fully set up by 9 a.m. on Dec. 9, 2023. Any space not claimed and occupied by 9 a.m. on Dec. 9, 2023 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 Sunday, Dec. 9, 2023. 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.

\_\_\_\_\_ (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. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers,

distributors or agents in this display except products sold by a parent or subsidiary company of the exhibitor. All products and services must be significantly made in New England. 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 exhibit 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.** Linear booths, also called "in-line" 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 in linear booths should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 feet is allowed only in the rear half of the exhibit space, with a 4 foot height restriction imposed on all materials in the remaining space forward to the aisle within 10 feet of an adjoining booth. End-cap booths are exposed to aisles on three sides and comprised of two booths. The maximum back wall height of 8 feet is allowed only in the rear half of the exhibit space and within 5 feet of the two side aisles, with a 4 foot height restriction imposed on all materials in the remaining space forward to the aisle in an end-cap booth space.

**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. Licenses & Copyrighted Materials.** Exhibitor agrees to promptly pay all taxes, excise or license fees of whatever nature applicable to occupancy of a booth or conduct of exhibition activities and to take out all permits and licenses, municipal, state, or federal, required for the usage herein permitted. 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.

**11. 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 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 Manchester Downtown Hotel as to any such liability. Each exhibitor is responsible to insure their own property while on the Exhibit hall 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 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.