



2024 VENDOR GUIDELINES

Please note that we are seeking vendors that directly correlate to the herbal community, specifically locally-made or grown products. Please no multi-level marketing companies or synthetic ingredients.

Registrations will be reviewed regularly and if we determine that your business is not a good fit or if we have too many of the same vendor items, you will be given a full refund. If you have any questions, please contact our Event Coordinator.

Vendors will be listed on our website and in our program brochure. Sponsorship Opportunities with vendor and advertising benefits are available separately. Please consider extending your support for Herb and Garden Day by becoming a sponsor to support continued herbal education initiatives for years to come!

VENDOR SPACE

Please note that there is limited indoor space this year. Outdoor vendor space consists of a 10x10 area. If you have a tent, please bring it. Tents are optional but encouraged. You must anchor your tent with strong stakes and/or weights to prevent any mishaps if the weather is windy.

We are not able to provide tables and chairs. Please bring your own tables and table coverings, along with your display. Vendors may share booth space or purchase multiple booth spaces.

VENDOR SETUP

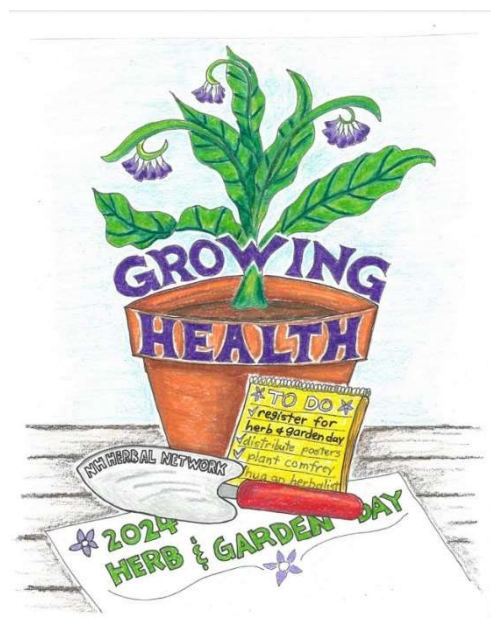
The Event Coordinator will provide you with setup instructions when it gets closer to the event.

VENDOR INCOME

Please keep your cash box with you at all times. Although theft is rare at events, one can never be too cautious. You are encouraged to bring your own credit card scanner for additional payment options.

VENDOR INSURANCE

Liability Insurance is optional but recommended. The New Hampshire Herbal Network, a Chapter of the American Herbalist Guild, shall not be held liable to any claim for damages to or by the Vendor from this agreement unless it is directly caused by the fault or negligence of NHHN-AHG.



EVENT ADMISSION

Vendors get two free passes to the event. Additional passes needed for persons helping at your booth will cost \$25.00. Vendor staff must be at least 18 years of age. Please register any additional members of your group using this form. Please be sure to wear your name badge at all times so that you can be identified. Please note: Children in the booth must be accompanied by an adult at all times.

EVENT HOURS

The event opens to the public at 8:00am for registration. Workshops begin at 9:30am, preceded by an opening circle and announcements at 9:15am. Workshops end at 4:30pm, but we encourage vendors to stay open until 5:00pm, so attendees can shop one last time.

EVENT WORKSHOPS

If you're lucky enough to get away from your booth, feel free to attend some workshops.

REFRESHMENTS

There will be food for sale from local food vendors until 3:00pm. Are you a food vendor? Contact us at nhherbalnetwork@gmail.com.

RAFFLE ITEMS

Expand your business marketing and support New Hampshire Herbal Network by providing a raffle item. In addition to products, many businesses offer services such as consultations or sessions as a raffle item. If you have a raffle item, please bring it to the registration tent when you arrive.

WEATHER

This event is rain or shine, please plan accordingly.

CANCELLATION POLICY

The event is from 9am-4:30pm and we strongly encourage you to attend for the entire duration of the event. If you must leave early, please provide advanced notice so that we can fill your space. You must give notification of your cancellation three weeks prior to the event to receive a full refund. If you are unable to attend due to an unexpected emergency, we will honor a \$15.00 refund on your total registration fees.

Help us promote Herb & Garden Day - Please share the event with your networks!

If you have any questions, please contact us at nhherbalnetwork@gmail.com.

THANK YOU!