

Participant Opportunities: Terms and Details

Booth Space:

- Booth space is required for all vendors and participants displaying at the event. All approved applicants receive a booth space (10' x 15').
- All participants must setup a tent (10' x 10'). To avoid issues with weather particularly windy conditions all tents must be weighted to anchor them safely in place.

Specific for Food Vendors:

- All food sources for sale or distribution at the event must comply with the City of Portsmouth Department of Health requirements. Details are provided on the city's website, link as follows: licensed in State of NH; [Temporary Event Food Permits | City of Portsmouth](#)
- Note: Food vendors from outside the City of Portsmouth must attach a copy of their license to their application.

Event Site Schedule:

- Opening ceremonies are to commence at 10:00 AM
- Booth setup may begin at 7:00AM on the day of the event;
- Vendor vehicles (does not apply to Food Trucks) may not be left on the event property during the event proceedings.

Insurance Requirements:

- Each “booth” group must have a \$1 million general liability insurance policy. The Greenleaf Rec Center is to be named as an additionally insured party for the event date.
- The Greenleaf Rec Center does offer insurance opportunities for small, businesses on a case by case basis through ACT Insurance. Applicants are invited to request this coverage.
 - ACT Insurance Coverage offering information
 - (Food vendors preparing & selling food, businesses with existing policies and non-profit organizations are not eligible for the ACT policy.)

Site Utilities:

- Utilities: water and electrical power at booth spaces will not be provided.

Fees:

- Participant cost for event site space (booths and Food Trucks) is \$75;
- Fees do not apply to nonprofit organizations;

Application:

- All site participants must complete an (online) application. (Application link below)
- Closure date for submitting applications is April 26th;
- Application approvals to be issued by May 1st.

Liability Waiver:

- The Host (Greenleaf Rec Center) shall not be liable for damage or loss to Vendor's property through theft, fire, accident or any other cause, whether the result of negligence or otherwise. Vendor shall indemnify the Host against and hold them harmless from any complaints, suits or liabilities resulting from negligence of the Vendor in connection with Vendor's use of display space. The Host assumes no liability for any injury that may occur to visitors, Vendor's agents and employees, or others. The Vendor agrees not to make claims against the Host, their employees, agents or volunteers, except for breach of any responsibilities of the Host specified in the details above and the approved application.