

# 2026 Policies & Procedures

**America the Beautiful 250<sup>th</sup> Anniversary Committee** is a not-for-profit entity for the benefit of the community.

**Date:** Saturday, June 27<sup>th</sup>, 2026, beginning at 11:00am

**Location:** Pond Park at the Smyth Public Library, 55 High Street, Candia, NH 03034

## **Selling items**

- All items must be listed on your application.

## **Booth & Signage**

- **Space:** 10' x 10' on grass. Bring your own tent (with 20 lb. weights per leg), tables, and chairs. Place signs/flags within or adjacent to your space.
- **Required:** business/farm sign **and** visible pricing (menu/price list or item tags).
- Clearly label items sourced from other farms.
- **NO** promotion of other businesses, and **NO** political/controversial/religious signs.
- Fundraising/special events require prior approval.

## **Space Assignment:**

The Committee assigns spaces. Tell us if you have heavy items or mobility concern so we can try to place you near the parking lot.

## **Set Up & Close**

Arrive starting at **11:00 AM**; be fully set up by **1:45 PM**.

- If it is late and you won't be set up before the opening, get permission from the Committee before unloading.
- Customers enter at **2:00 PM**, if not earlier; be ready to sell.
- **Do not break down prior to the Vendors official closing time of 6:00pm.**

**Parking:** Move vendor vehicles to Moore School (12 Deerfield Rd) by 1:45.

## **Insurance**

- General and product liability **\$1,000,000 per occurrence.**
- Provide a **certificate of insurance** naming the **Town of Candia DBA America the Beautiful 250<sup>th</sup> Celebration** as an additionally insured.

## **Licensing & Permits**

- Vendors are responsible for all required state/federal permits.
- NH Dept. of Agriculture: [www.agriculture.nh.gov](http://www.agriculture.nh.gov)
- NH DHHS: [www.dhhs.nh.gov](http://www.dhhs.nh.gov)
- Homestead/Prepared foods: follow NH Homestead Food Operations rules; label accordingly (see DHHS site).
- **Display all licenses at your table.**  
Scales used for by-the-pound sales must be NH-registered and annually certified.

**Organic:** Only use "**Certified Organic**" if you hold a current certification; it must be attached to your application and displayed at the event.

**Non-Profits:** Admitted as space allows for education/info or sales that meet sourcing rules. **No fee.** No political, controversial, or religious organizations.

**Emergencies:** Call **911** and notify the Committee at the Candia Community Table.

**Pets:** Domesticated animals are allowed: owners must follow Candia leash laws and control their pets.

**Smoking/Vaping:** Prohibited anywhere on the grounds.

**Refuse: Carry-in/carry-out.** Leave your space clean. Do not use the host site trash for vendor waste.

### **Cancellation**

- Event is **rain or shine**. The Committee may cancel for severe weather or other emergencies (notice via email).
- Running-late/emergency: Contact us **before 1:30 PM on event day**.

### **Code of Conduct:**

We aim for a safe, respectful, transparent event for all. Report issues to the **Committee** immediately.

### **Non-Compliance & Removal**

Day-of decisions by the **Committee** are **final** for that event;

- The Committee reserves the right to revoke the vendor's approval at any time: booth fees are forfeited.
- Violations of Committee's rules or health laws, unsafe behavior, or infringing on others' rights may result in dismissal.
- By using our online application, you acknowledge you have read and agree to these policies.
- **\$30 Vendor fee is non-refundable**

### **Conflicts**

- Vendor-Customer issues: report to the Community Table for resolution.

## **America the Beautiful 250<sup>th</sup> Celebration - Committee**

- Linda Chandonnet - (603) 483-8101 x200 or [lchandonnet@townofcandia.org](mailto:lchandonnet@townofcandia.org)
- Chris McCarthy – (603) 483-2318 [cmccarthy@townofcandia.org](mailto:cmccarthy@townofcandia.org)
- Donna DelRosso – (603) 370-2977
- Janet Lewis – (603) 370-2113