



AMHERST GERMAN
CHRISTMAS MARKET

2023 VENDOR POLICIES

P.O. BOX 1073
Amherst, NH 03031
vendors@amherstchristmasmarket.org
<https://amherstchristmasmarket.org>

GENERAL INFORMATION

Welcome to the Amherst German Christmas Market Vendor Policies document. As a vendor, your understanding of these policies is crucial to the smooth running of the event and the safety and enjoyment of all participants.

The Amherst German Christmas Market is a volunteer-run nonprofit organization dedicated to bringing the vibrant culture and joyous spirit of Christmas to Amherst, benefiting all attendees. Inspired by the Weihnachtsmärkte, outdoor Christmas markets that originated in Germany during the Middle Ages, we strive to create a festive atmosphere filled with foreign culture and holiday cheer.

This year marks our 2nd annual German Christmas Market. Last year, we were thrilled to host an estimated 8,000 - 10,000 attendees, many of whom traveled from out-of-state to join in the festivities. This year, we're working diligently to organize an even larger and more exciting event.

Please review the following policies carefully. These guidelines have been established to ensure an efficient, safe, and enjoyable event for vendors, guests, and volunteers alike. Thank you for joining us in making this year's Amherst German Christmas Market an unforgettable experience.

2023 Event Date & Time

Saturday, December 9th 2023 from 10:00 am to 7:00 pm

2023 Event Extreme Weather Date & Time

Saturday, December 16th 2023 from 10:00 am to 7:00 pm

Location

Amherst Village Green
2 Main St,
Amherst, New Hampshire 03031

Effective Date

This document was written on July 28, 2023 and applies to the 2023 Christmas market.

Vendor Application

To apply to become a vendor at the Amherst German Christmas Market, please navigate to <https://amherstchristmasmarket.org/vendor-application/> and complete your application. We look forward to seeing you in December!

YOUR PARTICIPATION AT THE EVENT

Here we will discuss essential details on event participation, including operational hours, parking instructions, vendor space assignment, and lighting requirements. As a vendor, familiarize yourself with these guidelines to ensure a smooth event experience.

Event Hours

Vendors are required to operate for the entire duration of the event, irrespective of weather conditions, unless the Amherst German Christmas Market (AGCM) committee chair officially cancels or postpones the event due to inclement weather or other unavoidable circumstances. A backup date of December 16 is reserved solely for extreme weather conditions, at the discretion of the AGCM. Vendors are prohibited from breaking down before the end of the event without express permission from the event director. Vendors who do not comply with this rule may be excluded from the following year's event. Vendors must also ensure to be present and ready to operate by 8:30 am on the event day. Failure to adhere to this timeline may lead to forfeiture of the right to participate in the event without entitlement to a refund or recourse.

Parking

Vendors are required to park their vehicles in the designated parking areas as specified in the event map guide provided prior to the event. Use of on-street parking must be done in a manner that respects local residents' driveways and properties. The Amherst German Christmas Market (AGCM) will not be held responsible for any tickets or fines resulting from illegal parking of vendor vehicles. The area around the event is reserved exclusively for attendees. During the event, vendor parking is available at:

- Clark School, 14 Foundry St, Amherst, NH 03031, and
- Wilkins School, 80 Boston Post Rd, Amherst, NH 03031.

A shuttle service to these parking lots will be provided throughout the duration of the event.

Vendor Locations

The Amherst German Christmas Market (AGCM) reserves the right to assign vendor locations within the Christmas market at its sole discretion, irrespective of vendor preferences. Although AGCM will attempt to accommodate requests for specific booth locations, it cannot guarantee all requests will be fulfilled. Vendor spaces of 10x10 feet will be assigned and numbered accordingly. In the event of inclement weather rendering the Amherst Village Green inaccessible on the day of the event, vendors may be assigned to numbered spaces adjacent streets.

Vendor Space Allocation and Equipment

Vendors at the Amherst German Christmas Market will be assigned a space (10'x10', 10'x20', or variable size for food trucks) corresponding to the selection and payment made during the application process. Sharing of assigned space without prior consent from AGCM is strictly prohibited.

Vendors are responsible for supplying their own equipment. This includes but is not limited to white tents (preferred for uniformity), tent weights, wall panels, temperature management devices, lighting, tables, chairs, and festive decor. Wooden German-style chalets are also welcome.

Given the event's outdoor winter setting, vendors should be prepared for cold temperatures, and potential ground conditions such as ice, mud, or snow. Tent leg weights are mandatory for all tents, while wall panels and heaters are optional but recommended.

If vendors require assistance with equipment, they should contact vendors@amherstchristmasmarket.org. AGCM is committed to ensuring a successful experience for all involved.

Vendor Comfort and Preparedness for Weather Conditions

The Amherst German Christmas Market is an extended outdoor event that may take place under frigid temperatures and potential adverse weather conditions such as rain, ice, mud, wind, or snow. As such, vendors must prepare adequately for these circumstances, including prolonged exposure to outdoor winter conditions.

Considering the early sunset around 4:12 PM, it is essential for vendors to plan accordingly. This planning should include lighting one's vendor space and dressing appropriately in multiple layers to ensure warmth and comfort throughout the event's duration, regardless of extreme cold or other weather conditions.

Noise and Sound Systems

Vendors at the Amherst German Christmas Market are required to manage their noise levels respectfully. This includes any music played, which should align with the event's theme and should not interfere with other vendors or the event's musical acts.

If a generator is used by a vendor, it is mandatory that the noise level does not exceed 60 dB, to maintain a pleasant and ambient environment at the market.

Trash and Refuse

Vendors at the Amherst German Christmas Market are responsible for managing their own trash. They are expected to dispose of any refuse in the designated event trash barrels or the on-site dumpster(s). At the end of the event, vendors are required to thoroughly clean their respective areas.

To ensure a clean and pleasant environment post-event, a \$50 clean-up fee will be levied per item left behind by the vendor. Vendors are therefore strongly encouraged to ensure their spaces are completely clear of any trash or unclaimed items after the event.

Attendance

The Amherst German Christmas Market (AGCM) does not provide any guarantee or representation about the expected attendance at the event. While we make every effort to promote the event and attract a diverse and large crowd, the actual attendance can vary based on a multitude of factors outside our control. Therefore, all vendors should be aware that the AGCM makes no specific promises regarding the number of attendees.

Security & Overnight Storage

The Amherst German Christmas Market ensures the presence of a police officer on the event grounds throughout the event's duration for maintaining the security of all participants. However, any questions or concerns related to storing items in preparation for setup the night before the event should be directed to the event organizers at

vendors@amherstchristmasmarket.org. Please note that there is no guarantee of overnight storage space and requests will be handled on a case-by-case basis.

Conditions

The Amherst German Christmas Market (AGCM) is unable to control or predict weather conditions, natural events, "acts of God", acts of terrorism, governmental interventions, or any other circumstances that may potentially interrupt or prevent the event from taking place. Accordingly, the AGCM cannot be held responsible for any losses that may arise due to such unforeseen circumstances. Vendors are informed that no refunds will be issued under these conditions. Furthermore, as an outdoor event in New Hampshire, vendors should be prepared for cold weather conditions and be ready to operate outdoors for the full duration of the event.

Weather Cancellation or use of Rain Date

The Amherst German Christmas Market is an outdoor event, inherently subject to weather-related risks. In the event of extreme weather conditions, it may be necessary to reschedule to the designated rain date or, in certain cases, cancel the event entirely. In such unfortunate circumstances, the allocated vendor fees are non-refundable due to the commitment of these funds to event facilities, service providers, and other operational expenses.

Goods for Sale

All items proposed for sale at the Amherst German Christmas Market (AGCM) must receive prior approval. While we do not guarantee product exclusivity, AGCM is committed to offering a diverse range of items by limiting the quantity of any one type of goods. It is strictly forbidden to display or offer for sale any illegal or contraband items, and all vendors must adhere to the laws of the State of New Hampshire and local ordinances of the Town of Amherst. Unlicensed items or unauthorized copies or interpretations of licensed or registered items are not permitted at the AGCM.

UTILITIES & FIRE SAFETY

Here we outline the crucial policies on utilities use and fire safety. These encompass local and state fire codes, electrical specifications, and information about internet and cellular coverage. Adherence to these policies is critical for a safe and successful event.

Inspection

All vendor spaces and equipment at the Amherst German Christmas Market are subject to inspections by Amherst Fire Rescue and/or other Town of Amherst officials. This is to ensure compliance with local and National Fire Protection Association Codes, Health Codes, and other relevant standards. Compliance with these codes and standards is mandatory for all participants.

Electricity

Vendors can be provided up to 500W of electricity. If a vendor requires additional wattage, it can be supplied for a fee. For safety and planning purposes, vendors must provide a list of all high-wattage electrical appliances (e.g.: crock pots, hot plates, refrigerators, etc) to the Amherst German Christmas Market prior to the event. Lighting and other low wattage items do not need to be reported.

Vendor Lighting

Given the early sunset during the Amherst German Christmas Market, vendors are required to provide adequate illumination within their stalls. This includes (but is not limited to) decorative lighting, such as Christmas lights, which are essential in maintaining the visibility of their products, contributing to the market's ambiance, and enhancing the overall festive experience for attendees. It's during the evening that the market truly transforms into a spectacle of lights, creating an enchanting and memorable atmosphere. Vendors are therefore encouraged to prepare for these conditions to ensure the overall success of the event.

Extension Cords

Vendors must agree to use only outdoor-rated extension cords that are a minimum of 14-gauge wire and have a third ground wire (three-prong). 16 gauge, 20-gauge, thinner gauge extension cords, indoor extension cords are strictly forbidden. In addition, vendors are required to properly secure any extension cords running along the ground to eliminate potential trip and fall hazards.

Power Strips

If vendors opt to use power strips, they must be used appropriately, ensuring each device is directly plugged into the power strip. It is strictly prohibited to use a power strip to power another power strip. All power strips used must be UL-rated and in good condition. The use of power strips with broken or missing ground prongs is strictly forbidden.

Cellular and Internet Connectivity

Please be advised that the internet connectivity at the Amherst Village Green has historically been inconsistent. Efforts are ongoing in collaboration between the Amherst German Christmas Market, the Amherst Town administration, and independent service providers to improve the reliability of the internet service for our vendors. Our goal is to ensure robust internet connectivity for the 2023 event, however, this project is still underway and consistent internet or cellular signal cannot be guaranteed at this stage. Vendors will be updated promptly as further

developments arise. Consequently, vendors must be prepared to manage transactions through offline modes or cash due to potential internet and cellular connectivity disruptions. Please note that cellular signal strength can vary significantly depending on the service provider.

Generator Placement and Wiring Safety

Vendors opting to use generators must position them so as not to obstruct attendee passage areas and direct them in such a manner that exhaust vapors do not pose a risk of carbon monoxide exposure to the public. Vendors must use wiring rated for its intended use and secure it properly to prevent trip and fall hazards. If a vendor's generator emits noise exceeding 60 decibels, the vendor will be required to discontinue its use immediately.

Heating Device Safety and Placement

Electrical space heaters are expressly forbidden. Vendors are permitted to use other types of heating devices, provided they carry a UL or compatible safety listing. Vendors must ensure that these heating devices are positioned stably and cannot easily topple over. Additionally, vendors must maintain a minimum clearance of 1 meter (3 feet) from any combustible materials to ensure safety.

Portable Propane Tanks

All propane tanks used by vendors must be securely fastened to their respective appliances or placed in designated holders to prevent the possibility of tipping over.



Cooking Appliance Placement

All cooking appliances used by vendors must be levelled and positioned to maintain a minimum clearance of 1 meter (3 feet) from attendees.

Fire Safety Measures for Food Trucks and Trailers

Any food truck or trailer cooking with grease-laden vapors must be equipped with a hood venting system, an extinguishing system, and a portable A/B/C type fire extinguisher.

Emergency Response Training Policy

In compliance with the 2018 NH State Fire Code, all vendors and their staff participating in the event must be trained in emergency response procedures. This includes:

1. Proper use of portable fire extinguishers and extinguishing systems.

2. Appropriate methods for shutting off fuel sources.
3. Proper procedures for notifying the local fire department.
4. Proper practices for refueling.
5. Leak detection techniques.
6. Understanding of fuel properties.

In addition, vendors are required to provide their staff with documented annual refresher training on these topics, which must be made available upon request.

GENERAL TERMS

This section addresses topics such as payment procedures, refund policy, liability issues, and insurance requirements.

Payment and Registration Confirmation

All vendors are required to make payment for their allocated space within 10 days following the approval of their application. Vendors should note that their assigned space is not confirmed until the registration form has been duly completed, full payment has been received, and the AGCM has granted final approval. Failure to make the requisite payment within the specified 10-day period after approval may result in the cancellation of the vendor's application.

Vendor Refund Policy

The Amherst German Christmas Market (AGCM) upholds a refund policy that provides for a 50% refund (less a \$9 processing fee) in response to written cancellation requests received by AGCM by 11:59 PM ET on November 1, 2023, contingent on the ability to fill the vacated space from the vendor waiting list. Vendors should note that no refunds will be granted for requests received by AGCM after November 1, 2023. Furthermore, vendors failing to operate due to non-compliance with state or local health and safety codes will not be eligible for any refunds.

Returned Checks

Should any checks issued by a vendor or their respective business to the Amherst German Christmas Market (AGCM) be returned for any reason, a penalty fee of \$45 will be levied. This fee must be paid in full by the vendor.

Waiver, and Release of All Claims Agreement

Vendors agree to defend, indemnify, and hold harmless the Amherst German Christmas Market (AGCM), the Town of Amherst, and all owners or managers of venue properties involved in the event. This indemnification applies to any claim, demand, suit, loss, cost, expense, or any damage related to property damage, personal injury, or death occurring in connection with the Amherst German Christmas Market. This responsibility holds whether the claim, demand, damage, loss, cost or expense is caused in part or in whole by negligence from the Town of Amherst, third parties, or agents, servants, employees or representatives of any of them. Vendors understand that AGCM, the Town of Amherst, and all venue property owners or managers will not be held accountable for any damages or loss to vendor's property or person.

Vendor Insurance Requirement

All vendors participating in the Amherst German Christmas Market (AGCM) are required to secure and provide proof of valid liability insurance from an insurer licensed in the State of New Hampshire. The insurance coverage must comprise of at least \$1,000,000 in general liability coverage and a minimum of \$250,000 in coverage for Damages to Premises.

Licensing and Permitting Agreement

All Vendors at the Amherst German Christmas Market (AGCM) are required to secure, possess, maintain, and display all necessary licenses and permits pertinent to their business operations as stipulated by the State of New Hampshire and the Town of Amherst. Vendors must be prepared to present these documents during the event for verification purposes. Non-compliance with this policy may lead to exclusion from the event.