



AWCC Indoor & Outdoor Artisan Craft & Food Market

DATE: Saturday, October 18, 2025 (RAIN OR SHINE)

TIME: 10:00 am TO 3:00 pm

PLACE: Atkinson Community Center 4 Main St. Atkinson, NH 03811

**Return the REGISTRATION & WAIVER form (last page) and your payment check to
AWCC/ ARTISAN MARKET, P.O. BOX 432 ATKINSON, NH 03811.
Check payable to "AWCC (Atkinson Women's Civic Club)"**

***FOR MORE INFORMATION EMAIL- RCAVALEAR@AWCC-NH.ORG
TYPE IN SUBJECT ARTISAN MARKET. www.awcc-nh.org/upcoming-events**

REGISTRATION - Registration form on page 5.

**CHOOSE YOUR PREFERRED SITE AT EITHER INDOOR OR OUTDOOR.
NO REFUNDS! SPACES ARE ASSIGNED FIRST-COME, FIRST SERVED BASIS UPON
RECEIVED PAYMENT. NO EARLY BREAK DOWN! HANDMADE ITEMS ONLY!**

OUTDOOR:

- Each space is 10ft X 10ft \$60. You may reserve up to 3 spaces X \$60.
- You must supply your own canopy, table, and chair. Canopies require security weights. Please see page 4 for weights information.
- For Food & Food Truck vendors - space is limited.
- For food Vendors must provide their Liability Insurance and License.
- Food Samples must be individually packed for personal tasting. Sample food testing stations are prohibited.
- Outdoor set up times will be scheduled from 7:30 am - 8:30am the day of.
- You will be assigned a set-up time the week before the market. You must come at your designated time.
- You can set up your Canopy only on Friday Night 5pm-6:00pm. This is done at your own risk.



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INDOOR Handmade Craft Vendors

- You can choose 6 ft table space for \$55 or 8ft for \$60.
- One table of your choice and a chair will be provided.
- Indoor arrival time is **8:30AM**, no sooner as we have outdoor vendors setting up before this. **Space is limited indoors! A table and chair are provided!**

GENERAL - **PLEASE THOROUGHLY READ**

- **Only the space is provided Outdoor.** The Vendor must provide any tents/canopies or other equipment used in the 10' x 10' space outdoors. **Indoors we supply your table and chair.** Racks or other items must not impede the public or another vendor's spot.
- Vendor displays **must fit within the confined space reserved areas; OUTDOOR - 10' X 10'. INDOOR - 6' x 5' with 6 ft table or 8' x 5' with 8ft. table.** If you need more space, contact rcavalear@awcc-nh.org and explain in detail your need and whether it is for fire department regulations, storage, nature of your product or whatever your reason is.
- All canopies **must be properly weighted** all the time; Organizers will do a tent-weight check before the market opens; no vendor may open for business if their tent is not properly weighted. See **Information for the Day** on the following page for **Weighted Canopy Requirements**.
- **NO sale of Alcohol.** NO sale of closed containers. NO sale for on premise consumption.
- Raffles, Fundraising, and games of chance are **prohibited**.
- Vendors must **take away their own trash.** Dumpster space will not be provided for indoor or outdoor vendors.
- **Only one parking spot is provided.** Please let us know in advance if you have a trailer behind your vehicle, we will find a special spot for you. If you need an extra parking spot, we will try very hard to accommodate. Parking is limited.



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INSURANCE – Food Vendors or Homemade beauty products only!

- Vendors, please name **“Atkinson Women’s Civic Club, and all its members,”** and the **“Town of Atkinson”** on a certificate of Liability insurance **October 18, 2025**. Cannot be accepted without this information on the certificate. Food Vendors we need a copy of insurance along with your license to serve food. All food vendors are required to carry insurance, as are any vendors using any heat source and/or generator. Please send a copy of proof of insurance and food license back with your application.
- Vendor participant agrees to indemnify and hold AWCC and its agents, employees, officers, and Town of Atkinson from all claims, actions, damages, liability, and expenses in connection with any injury to person or property, including loss of life, associated with, or arising out of this agreement hereunder. Applicant shall indemnify and hold AWCC, its agents, employees, officers, and Town of Atkinson harmless, and shall pay damages, costs, expenses, and reasonable attorney's fees that may be incurred or paid by AWCC in connection with any litigations arising out of this application.

For Food Venders

GENERATORS & FIRE REGULATIONS - Water or Electricity is not available.

- If you are using propane or other gas and/or propane using a flame of any kind, you must bring a fire extinguisher and have it at your booth. Propane must be 10’ from any tents or canopies.
- If you are using any equipment that creates heat – for example electric pot/ pan, soldering gun, welder, or anything that will be hot, you must bring a fire extinguisher and have it at your booth.
- If you will be selling food from a vehicle and/or need to run a generator for food storage and/or preparation, you must bring a fire extinguisher and have it at your booth/vehicle.
- Generators are required to be 10’ from any tents or canopies.
- You must follow the manufacturer’s recommendations for safe use of your generator.
- Vendors using generators must use “silent” generators with a volume output less than 65 decibels—this requirement will be strictly enforced, so please be certain that your generator is “silent”. Many RENTAL generators are NOT silent. Vendors operating noisy generators will be asked to turn them off. Generators older than 5 years will probably not meet the criteria.



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INFORMATION FOR THE DAY

- Staggering Outdoor arrival times will be starting at 7:30 am. You will receive your set-up time a week before the market. **MUST COME AT DESIGNATED TIME!!!!**
- Indoor arrival time will be 8:30am, please do not come earlier.
- Morning of the Market you can drive into the Community Center at the time you are assigned and get your site number and you will have 15 minutes to drop all your items and then move your vehicle to the parking lot next to the Atkinson Post Office or Refined roofing. We will direct you to where to park. This is the same for Indoor vendors, except you will arrive at 8:30am.
- The Parking lot is for the shoppers, this is why we ask you to move your vehicle right away!!!
- You need to cross the street with the Police Officer when you come back from parking your car or retrieving your car. Always use the Police Detail to cross Rte. 121. It can be a terribly busy street. (Safety first!) If you have mobility issues, please let us know before the market. We will try and set something up for you. We have one parking spot per vendor, if you need another spot, please let us know before the market and we will try and work something out.
- Market hours: You must be customer-ready by 10 am and cannot break down before 3pm. At the 3pm close you must start breaking down then go retrieve your vehicle, using the Officer to cross the street.
- Restrooms: Inside the Atkinson Community Center.
- Trash: See previous page under "General"
- Please be aware and particularly careful not to damage the trees, lights, benches, signs, etc. DO NOT tie or tape anything to the trees, benches, etc. DO NOT use paint on the sidewalks, brickwork, or paved areas.
- **Weighted Canopy Requirements:** All canopies must be properly weighted with heavy weights, cinder blocks, cement blocks, etc.
- You cannot open it if your canopy is not appropriately weighted! For all 10' x 10' canopies each leg should be weighted with a minimum of 24lbs of weight = approximately 100lbs total weight. (A typical gallon jug full of water weighs 8lbs).
- AWCC reserves the right to accept or reject any application or products.



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REGISTRATION AND WAIVER

REGISTRATION - CHOOSE YOUR PREFERRED SITE AT EITHER **INDOOR** OR **OUTDOOR**.

NO REFUNDS! SPACES ARE ASSIGNED **FIRST-COME, FIRST SERVED** BASIS UPON RECEIVED PAYMENT. **NO EARLY BREAK DOWN! HANDMADE ITEMS ONLY!**

OUTDOOR:

- **10' X 10' - \$60 @ _____ \$** up to three space x \$60

☐ Check here if you propose to use **propane or other gas** and/or propose using a flame of any kind. If yes, you must **bring a fire extinguisher** and have it at your booth. **Propane must be 10' from any tents or canopies.**

☐ Check here if you propose to use any **equipment that creates heat** – for example electric pot/ pan, soldering gun, welder, or anything that will be hot. If yes, you must bring a fire extinguisher and have it at your booth.

☐ Check here if you will be **selling food from a vehicle** and/or **need to run a generator** for food storage and/or preparation. If yes, you must bring a fire extinguisher and have it at your booth/vehicle.

For food Vendors Liability Insurance and License provide: **Yes ☐ No ☐ Date: _____**

You will receive your set-up time the week before the market. You must come at your designated time.

- You can set up your Canopy only on Friday Night 4pm-5:00pm. This is done at your own risk.
☐ Yes, I would like to set up canopy only on Friday, October 17, 2025.

INDOOR Handmade Craft Vendors

- Choose table size ☐ 6ft. Table- **\$55@ _____ = \$ _____** / ☐ 8ft. Table- **\$60 @ _____ = \$ _____**
- One table of your choice and a chair will be provided.
- Indoor arrival time is **8:30AM**, no sooner as we have outdoor vendors setting up before this. **Space is limited indoors! A table and chair are provided!**

NAME: _____ PHONE: _____

Address _____ STATE _____ ZIP _____

EMAIL(REQUIRED) _____

PLEASE DESCRIBE YOUR PRODUCT(S): _____

SIGNATURE: _____ CHECK # _____ DATE ____/____/____

WAIVER – I/We the undersigned, have read and understand the rules, regulations, financial obligations, and insurance requirements stated above and by signing below do herewith agree to all the aforementioned. I/We also understand that failure to comply with same may, at the discretion of AWCC, result in the forfeiture of booth space and any fees paid.

Signature of Applicant

Name (Please Print)

Date