



Vendor Application Form

Rochester Main Street Halloween Spooktacular & Pumpkin Patch

 Central Square / Hanson Street, Rochester, NH

 Saturday, October 4, 2025 | 11:00 AM – 3:00 PM

Vendor Type (check all that apply):

☐ Business Promotion Only (no sales) – Free with registration

☐ Selling Products/Services – \$25 table fee (waived if sponsoring)

☐ Game or Activity Table – Free with approved activity

Business/Organization Name: _____

Contact Person: _____

Phone: _____ Email: _____

Mailing Address: _____

Description of Your Setup: (Please describe what you'll be doing, selling, or giving out)

Important Info:

- Setup starts at 9:30 AM. All vendors must be ready by 10:45 AM.
- Electricity is not provided. Bring your own table/chairs/canopy if needed.
- Family-friendly costumes and decor encouraged!
- Submit this form by September 20, 2025 to:
 - RochesterNHMainStreet@Gmail.com
 - Or mail to: Rochester Main Street, 39 South Main St, PMB #130 Rochester NH 03867

Vendor Rules & Guidelines

1. Setup & Breakdown

- Vendors may begin setup at 9:30 AM. All booths must be fully operational by 10:45 AM.
- Vehicles must be unloaded and moved out of the event area by 10:30 AM.
- Breakdown may begin after 3:00 PM. No early breakdowns for safety reasons.

2. Space & Equipment

- Each vendor is allotted a 10x10 space (unless otherwise arranged).
- Vendors must bring their own table, chairs, tent/canopy, and weights/sandbags for tents.
 - All tents must be weighted down with no less than 25lb weight per leg (100 lb per tent)
- Electricity is not provided. Battery-powered devices are permitted.

3. Weather

- This event is rain or shine; vendors should be prepared for light rain, wind, and cool temperatures.
- In the case of severe weather (such as lightning, high winds, or unsafe conditions), Rochester Main Street reserves the right to delay, cancel, or modify the event schedule for safety.
- No refunds will be issued due to weather-related cancellations or early closures.
- Vendors are encouraged to monitor their email or Rochester Main Street's Facebook page for last-minute updates.

4. Content & Conduct

- All displays and products must be family-friendly and suitable for all ages.
- Costumes are encouraged but must not be offensive or overly scary to young children.
- Vendors are expected to remain respectful and professional at all times.

5. Sales & Licensing

- Vendors selling products are responsible for obtaining any necessary permits or licenses, including a NH Meals & Rooms Tax ID if applicable.
- Food vendors must comply with all city health and safety regulations.
- Included is the required exemption for Hawkers & Peddlers License. Most vendors will be checking option 5 as taking part in a trade show.

6. Decorations & Themes

- Halloween-themed booth decorations are highly encouraged!
- No open flames, dry ice, or hazardous props allowed.

7. Clean-Up

- Vendors are responsible for leaving their space clean and free of trash.
- Trash receptacles will be available throughout the event and are for general trash. Vendors must take their own trash out.

8. No Show / Cancellation

- Notify Rochester Main Street at least 48 hours in advance if you cannot attend.
- No-shows may impact eligibility for future events.

9. Safety & Insurance

- Vendors participate at their own risk. Rochester Main Street is not liable for loss, theft, or damage.
- It is recommended that vendors carry general liability insurance.



City of Rochester, New Hampshire

Building and Licensing Services

Statement of Exemption for Hawkers & Peddlers

Hawker & Peddler

RSA 320:1 Definition. The terms "hawker" and "peddler" shall mean and include any person, as defined by RSA 358-A:1, either principal or agent, who:

- I. Travels from town to town or from place to place in the same town selling or bartering or carrying for sale or barter or exposing therefor, any goods, wares, or merchandise, either on foot or from any animal, cart, or vehicle; or
- II. Travels from town to town, or place to place in the same town, offering to perform personal services for household repairs or improvements, or solicits or induces any person to sign any contracts relating to household repairs and improvements, including contracts for the replacement or installation of siding on any residence or building; or
- III. Keeps a regular place of business, open during regular business hours at the same location, but who offers for sale or sells and delivers, personally or through his agents, at a place other than his regular place of business, goods, wares or merchandise.

Under the penalty of law, I _____ am claiming exemption from
Please print name

needing a State Hawkers & Peddlers License under RSA 320:3 for the reasons stated below

Please check exemption you are claiming

320:3 Exceptions.— The provisions of this chapter shall not apply to the following:

- ☐ I. Itinerant vendors as defined in RSA 321:1.
- ☐ II. Any person selling the product of his own labor or the labor of his family or the product of his own farm or the one he tills.
- ☐ III. Any person conducting sales of personal household goods on his own property.
- ☐ IV. Any nonprofit organization, community chest, fund or foundation organized and operated exclusively for religious, charitable, scientific, literary, or educational purposes when no part of the entity's earnings benefit any private shareholder or individual.
- ☐ V. Any person conducting business in any industry or association trade show.
- ☐ VI. Any person who sells exclusively antiques, used goods, or vintage items.

This exemption is for Hawkers & Peddlers only. Other permits and/or licenses may be required

Applicant Signature: _____ Date: _____

33 Wakefield Street * Rochester, NH 03867 * Telephone: (603)332-3508 *
Fax: (603)330-0023

Website: www.rochesternh.gov

Online Portal: <https://rochesternh.viewpointcloud.com/>