

# Eastern States Exposition New Hampshire Building

## *2024 Commercial Exhibit Space Application*

*\*Refer to separate criteria sheet for selection information\**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Web: \_\_\_\_\_

1. Describe in detail the type of merchandise to be offered and how it is unique to New Hampshire:  
***(NOTE: only products described will be allowed for sale in your booth. Any accepted wine/beer vendors must also obtain a license from the Town of W. Springfield, MA.)***
2. If you have been a previous exhibitor, which of the above are new products?
3. Food companies, please indicate how you will sell your product—packages, by the piece, or both. ***(Please note: NH Weights & Measures regulations require indicating the weight per unit either directly on the package or on display signage. Food companies must submit a copy of NH state/city license with application and will be subject to inspection and licensing by both NH Bureau of Food Protection and West Springfield, MA Health Department):***

4. Are all products made in New Hampshire? Where? By Whom?
5. If products are not made in NH, please indicate where each is made and explain how they are altered by your business in New Hampshire (Items, prior to altering by you, should at least be made in the United States, if not made in New Hampshire)
6. Describe how your booth would contribute to the overall effort of New Hampshire's commerce, agriculture, tourism and arts to the fair going public.
7. Will you be demonstrating how your product is made/used while at the Big E? What will you be doing?
8. The New Hampshire Building is open 10 a.m.-9 p.m. **Your booth must be staffed at all times from Sept. 13 - 29, 2024.** Who will be staffing your exhibit? (yourself, your employees, etc.)
9. How many people does your company employ year round?  
No. Full-time \_\_\_\_\_ No. Part-time \_\_\_\_\_
10. Are you interested in sharing a booth with another business? (**Each vendor must submit a separate application**)  
\_\_\_\_ **YES!!** I would like to share a booth with: \_\_\_\_\_  
(Name of Business)  
\_\_\_\_ I am interested in sharing a booth, but do not have another business with which to share.  
**(NOTE: if no other applicant is looking for a business with which to share, we may not be able to provide you with space in the NH Building. If you want to share a space it is best to arrange with another company prior to applying.)**  
\_\_\_\_ Do you want to share one booth for the entire fair? (The products of both businesses would be displayed and sold throughout the entire fair. Sharing businesses are responsible for arranging staffing and all other booth operations.  
\_\_\_\_ Do you want to split a booth (one vendor uses the booth for the first half of the fair and the other uses the booth for the remainder of the fair)? (Booth changeover must be made after building operation hours. Each business would be responsible for staffing and booth operation during the time in the booth.)

11. All accepted applicants will be provided one standard exhibit space (approximately 10'x12'). Additional space is negotiable (at a cost of the current rate of **\$30/sq. ft.**) depending on number of applicants, products and available space. If additional space is available this year, would you be interested in more space?  
\_\_\_ Yes \_\_\_ No
12. Please list any other shows in which you are participating between now and September, 2024:
13. Do you have a production/sales facility that is open to the public? If yes, where is the location (address, if different from mailing address).
14. Are you interested in the multi-year contract option (only available to exhibitors after two consecutive years exhibiting in the building)?
15. **SUPPORT MATERIALS REQUIRED.** \* To aid the selection committee in evaluating your application, please include product samples (ideal), photographs (including those of your exhibit at other events), etc., to more fully describe your merchandise. Even if you have exhibited in the New Hampshire Building before, you should provide support materials. The selection committee members change from year to year and may not know your products. (All materials will be returned or disposed of, as directed by you). \*Perishable items may be sent for the day of the selection committee's review meeting (instead of accompanying application). If you would like to do this, check here and we will notify you when to deliver. \_\_\_ Yes! Please notify me.

Please return [by 4pm February 1, 2024](#) to:

Joshua Marshall  
NHDAMF Big E  
PO Box 2042, 25 Capitol St. Second  
Floor Concord, NH 03302-2042  
[joshua.k.marshall@agr.nh.gov](mailto:joshua.k.marshall@agr.nh.gov)

---

# New Hampshire

---

*Department of Agriculture,  
Markets, and Food*