



## CONTRACT

### **2<sup>nd</sup> Annual Sunapee SunFest - Holistic Health and Sustainability Festival**

**To benefit:** Mountain Spirit Institute (501-c-3) Annual Fund Drive

**Date:** Saturday, September 15, 2007      **Time:** 10:00 am - 5:00 pm

**Location:** Mount Sunapee State Park, Newbury, NH - All vendors arrive by 8:30 am

Please complete this form and return with  
your \$50 vendor fee to:

Mountain Spirit Institute  
Sunapee SunFest  
P.O. Box 626  
Sunapee, NH 03782  
randy@mtnspirit.org

**Contract Deadline:** Contract to be returned by **Thursday, July 31, 2007.**

Incomplete forms will be returned. Contract becomes valid when signed by a SunFest committee member and the fee has been received. You'll receive a confirmation by email.

Name of Business: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers: W \_\_\_\_\_ H \_\_\_\_\_ Cell \_\_\_\_\_

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

Full names of everyone at the booth: \_\_\_\_\_

Description of merchandise/services/classes (jewelers, craftspeople, please include photos): \_\_\_\_\_

If interested in offering a workshop, what would be the topic? Please describe \_\_\_\_\_

I will offer treatment sessions during 10:00-1:30 \_\_\_\_\_ 2:00-4:30 \_\_\_\_\_ 10:00-4:30 \_\_\_\_\_

Price of workshop/treatment sessions \_\_\_\_\_

Will you take a break? Yes No If so, will you (check one) \_\_\_\_\_ have coverage \_\_\_\_\_ close booth

If you plan to close your booth, what time will it be closed? \_\_\_\_\_

Table required: 8 ft \_\_\_\_\_ 6ft. \_\_\_\_\_ 4 ft \_\_\_\_\_ 5 ft round \_\_\_\_\_ your own \_\_\_\_\_ (ft)

(tablecloths are provided for Mt. Sunapee tables only; two chairs are provided per booth)

Approximately 8 ft by 10 ft space provided per vendor. There are six double spaces available on a first come first serve basis.

Please check off items you require. You are responsible for extension cords, special lighting, cash register, and accessorizing your booth. Music is played over our sound system.

\_\_\_\_\_ wall space \_\_\_\_\_ access to water

\_\_\_\_\_ electrical outlet (What will you plug in?) \_\_\_\_\_

\_\_\_\_\_ other (Please describe) \_\_\_\_\_

The Sunapee SunFest is a fundraiser for Mountain Spirit Institute, a federally recognized 501(c) 3 non-profit educational organization whose mission is to facilitate one's connection to self, each other, and the environment. The proceeds will contribute to MSI's Annual Fund, to help pay for MSI and Outward Bound scholarships, community outreach, programs, local and international service projects.

The booth fee is \$50. Other donations are gladly accepted and are tax deductible. All booth fees must be received by July 31, 2007. Please make checks payable to Mountain Spirit Institute. Please refer to our website: [www.mtnspirit.org](http://www.mtnspirit.org)

I am enclosing check# \_\_\_\_\_ Date \_\_\_\_\_

I am using a credit card: Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name as it appears on card: (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Billing address (if different than above): \_\_\_\_\_

The Silent Auction is a great way to get your name out there and get some new business.

Would you like to donate to the silent auction: \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, description of item \_\_\_\_\_ Value: \_\_\_\_\_

(Please bring the item with you)

Signing below indicates an agreement between you and Mountain Spirit Institute to provide the services/merchandise detailed above on Saturday, September 15, 2007 and agree to stay throughout the day at the 2<sup>nd</sup> Annual Sunapee SunFest to be held at Mount Sunapee State Park in Newbury, NH from 10:00 - 5:00.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SunFest Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

Please call 603-763-2668 or email, [randy@mtnsprit.org](mailto:randy@mtnsprit.org), should you have questions or need to make special arrangements. Thank you.

**SunFest Steering Committee:** Becky Bowles, Lois Knapton, Randy Richards



### Mission Statement

The mission of Mountain Spirit Institute is to facilitate one's connection to self, each other and the environment. By so doing, participants will have a greater appreciation, and understanding of their own resources, of other individuals around them, as well as a better sense of their place in the natural world. Self-reliance, compassion, service, centeredness, physical fitness and interpersonal community building, as well as caring for, and understanding of the natural environment, are hallmarks of the mission.

Mountain Spirit Institute - PO Box 626 - Sunapee, NH 03782 603-763-2668

[www.mtnspirit.org](http://www.mtnspirit.org) - [info@mtnsprit.org](mailto:info@mtnsprit.org)



## Services by Appointment

*(Please fill out this form if providing a therapy service at the Sunapee SunFest)*

To assist you with sign-ups for therapies, as guests arrive they could sign up at the designated area for appointments during two sessions, which run from 10:00- 1:30 and 2:00 - 5:30. Sign ups will occur from 10:00 – 12:00 and 1:30 - 3:00. No therapies will be scheduled from 1:30 – 2:00. That half hour is reserved for break and/or therapists who are only working one shift and need to move in or out of the area.

If your service involves treatments, would you like the SunFest staff to schedule your appointments?      Yes      No

1. I/We will offering treatments/ therapies from \_\_\_\_\_ to \_\_\_\_\_pm
2. I/We will take breaks during the following times \_\_\_\_\_
3. Length of appointment : \_\_\_\_\_
4. Time between each appointment: \_\_\_\_\_
5. Price per treatment: \_\_\_\_\_
6. Names of people providing treatment at your station:
  - a. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_
  - b. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_
  - c. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_
7. How many minutes prior to treatment should guests arrive? \_\_\_\_\_
8. Please send us an appropriate amount of business cards so we may use them  
appointment cards for your clients.
9. At five minutes to the hour on the hour, your appointment lists will be “run” to you by  
our volunteers.

It is extremely helpful if you send us your own scheduling sheets and business cards along with this application, with all the information above included. If we do not receive the scheduling sheets and business cards, we will make schedules and reminder slips using the information provided by you.