

GARDNER SQUARE TWO, INC.

2017 – Fabulous Fall Festival

SATURDAY, SEPTEMBER 30, 2017 • 9:00 AM–6:00 PM

VENDOR GUIDELINES

1. **EVENT HOURS:** Saturday September 30, 2017, 9:00 A.M. - 6:00 P.M.
- 2.* **REGISTER WITH THE GARDNER POLICE DEPARTMENT** at least **10 days** in advance of the festival. *All* exhibitors, organizations, and businesses are required to register with the Gardner Police Department. You must have a Hawker/Peddler license whether you are selling product or just distributing information. Permits are good for 1 year, so if you obtained one for the Experience Gardner Festival & Sidewalk Sale or another Gardner event, it is still valid. Bring your permit with you. GPD checks for permits at the event for the safety of everyone. The application is available at www.GardnerSquareTwo.com. GPD fees may apply. **Deadline to apply is September 20, 2017.**
3. **BOARD OF HEALTH:** The **Gardner Board of Health** will be on hand and checking to ensure that food vendors have obtained Temporary Food Licenses, requirements such as proper food temperature and refrigeration are being met, and there are no health violations. Applications are available at www.GardnerSquareTwo.com. Board of Health fees are applicable.
- 4.* **CHINESE AUCTION DONATION:** All Vendors are required to donate an item for the Chinese Auction and must submit the item to the Auction site at John Sport Shop, 38 Main Street, on Friday morning by 9:00 A.M.
5. **SETUP AND BREAKDOWN:** All vehicles must be off the street by 8:00 A.M. The streets are closed to all vehicles 8:00 A.M.– 6:00 P.M. You may drop supplies and products **ON THE SIDEWALK** at your assigned area, and move your vehicle to one of the parking lots on the outskirts of the closed off area. Return to your assigned space and **set up between 8:00 & 9:00 A.M.** *No items will be allowed on the street prior to 8:00 A.M.*
6. **GARDNER SQUARE TWO, Inc.** reserves the right to prohibit the sale of any/all items we deem unacceptable. We try NOT to duplicate products/services that our Members provide.
7. **BOOTH SIZE** is approximately 10' x 16'. *If your display is larger or includes a vehicle, you must purchase 2 booth spaces.*
8. **ITEMS NOT ALLOWED** for safety reasons, as per the Gardner Police Department include, but are not limited to: caps, snaps, silly string, pellet guns, weapons or items deemed to be weapons.
9. **FULL DAY REQUIRED:** Vendors and Organizations are required to have their booths open and functioning for the entire event. This is a **RAIN OR SHINE** event. Bring whatever covering you need to keep yourself and your merchandise shaded and dry. Popup Tents are recommended. Make sure your tent is anchored. It gets windy.
10. **VENDOR PARKING** is available in the municipal parking lots on Nichols, Connors, and West Lynde Streets. Street parking on the perimeter of the closed off area is limited to customers.
11. **TRASH HANDLING:** All vendors are responsible for trash removal and cleanup of their area. Please bring a 30-gallon (or reasonably sized) trash barrel to place by your set up area. You must clean your area of litter and trash before leaving on Saturday.

Upon receipt of your payment and signed vendor registration form, a **confirmation email** will be sent to you to verify receipt of payment. Volunteers will be available on Saturday morning to help you find your booth space.

PLEASE NOTE: Square Two does **NOT PROVIDE ELECTRICITY** to any vendor. If your booth requires electricity, you must bring your own generator. Please let us know in advance if you are bringing a generator.