

GARDNER SQUARE TWO, INC.

Festival Guidelines

Saturday, September 24, 2022 | Registration Deadline September 5, 2022

VENDOR GUIDELINES

In addition to festival fees, ALL vendors, including non-profit agencies, are REQUIRED to separately apply for and obtain a Gardner Police Department VENDOR/HAWKER PERMIT. ALL food trucks and food and beverage vendors, whether selling or freely distributing food and beverages, are REQUIRED to separately apply for and obtain a Gardner Board of Health TEMPORARY FOOD PERMIT. The applications for these permits must be submitted with payment to the corresponding City of Gardner departments no later than September 5, 2022.

1. **EVENT HOURS:** Saturday, September 24, 2022, 10:00am–4:00
2. **SETUP AND BREAKDOWN:** The streets are closed to through-traffic 8:00 am–5:00 pm. All vehicles must be off the street by 8:45 am on festival day. You may drop off tents, tables, supplies, and products **ON THE SIDEWALK** at your assigned area 7:00–8:45 am. By 8:45 am, please 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 your booth in the street 8:45-10:00 am. You can start breaking down your display at 4:00 pm. Please leave your items on the sidewalk. At the end of the Festival, the streets will be opened as soon as the Gardner Police Department determines it is safe to do so. After that time, you can drive your vehicle in to pick up your things.
3. **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.
4. **BOOTH SIZE** is approximately 10' x 16 ' or one popup tent. Food trucks and larger displays are required to purchase 2 booth spaces. Please select the appropriate payment on the Registration form.
5. **ITEMS NOT ALLOWED FOR** safety reasons, as per the Gardner Police Department include, but are not limited to caps, snaps, silly string, slime, pellet guns, weapons or items deemed to be weapons.
6. Vendors and Organizations are required to have their booths open and functioning until the end of the 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.
7. **VENDOR PARKING** is available in the municipal parking lots on Nichols Street, West Lynde Street, and City Hall Avenue. Street parking on the perimeter of the closed off area is limited to customers. Please be advised the parking meters are patrolled hourly; if you find a **FREE** parking lot space, take it.
8. **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 booth or set up area. You must clean your area of liter and trash before leaving Saturday.
9. **PERMITS:** The Gardner Board of Health will be on hand and checking to ensure that food vendors have obtained Temporary Food Permits and there are no health violations. Gardner Police will be present and checking vendors have Hawker/Peddler licenses on hand, and that no prohibited items are being sold or displayed (see #5 above).

*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.