

# Gardner Square Two Festivals Vendor Guidelines

## Vendor Guidelines

- EVENT HOURS:**
  - Small Business Saturday & Gardner Birthday:** Saturday, June 22, 2024, 10:00 am–4:00 pm
  - Fabulous Fall Festival:** Saturday, September 28, 2024, 10:00 am–4:00 pm
- SETUP AND BREAKDOWN:** The streets are closed to vehicle 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.
- 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.
- BOOTH SIZE** is approximately 10' x 16 ' or one popup. **Food trucks and larger displays are required to purchase 2 booth spaces.** Please select the appropriate payment on the Registration form.
- 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.
- THIS IS A RAIN-OR-SHINE EVENT. There are no refunds for any reason.** Vendors and organizations are required to have their booths open and functioning until the end of the event. Bring any 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.**
- VENDOR PARKING** is available in the municipal parking lots on West Street, Nichols Street, West Lynde Street, and City Hall Avenue. Street parking on the perimeter of the closed-off area is reserved for customers. Please be advised the parking meters are patrolled hourly; if you find a FREE parking lot space, take it.
- 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 are required to clean your area of litter and trash before leaving.
- PERMITS:** Whether you are selling food and/or beverages, you must obtain a permit from the Gardner Board of Health. Board of Health officials will be on hand and checking to ensure that food vendors have obtained Temporary Food Permits and there are no health violations.
- ELECTRICITY:** Square Two **does not provide electricity** to any vendor. If your booth requires electricity, you must bring a generator. Please let us know in advance if you are bringing a generator.
- FOOD VENDORS:** All vendors distributing food and/or beverages are required to apply for a **Temporary Food License** with the Gardner Health Department **10-days before the event.**

*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.*

**Vendors, please apply at [gardnersquaretwo.com/vendor/](https://gardnersquaretwo.com/vendor/)  
Contact us at [events@gardnersquaretwo.com](mailto:events@gardnersquaretwo.com)**