

STONEHAM CHAMBER OF COMMERCE

35th Annual Stoneham Town Day

SEPT. 15, 2018

TOWN DAY VENDOR INFORMATION

The Stoneham Chamber of Commerce and its Town Day Committee look forward to your participation in the **35th Annual Town Day**. The event will be held on **Saturday, Sept. 15 from 11AM-4 PM**. In the case of inclement weather, Town Day will be moved to Sunday, Sept. 16, Noon-5PM. Below is some information about the day.

Questions? Please feel free to contact Megan Day at megan@stonehamchamber.org or call (781) 438-0001.

GENERAL GUIDELINES & INFORMATION

It is important to the Chamber of Commerce that Stoneham Town Day remain a family-friendly, enjoyable safe event for ALL who attend. Failure to adhere to the following guidelines will result in your organization/company being asked to leave the event.

- **No materials that can be perceived as negative or an attack on an individual and/or a group will be permitted to be posted and/or distributed.**
- **You may not distribute handouts anywhere but your assigned space.** If you or one of your helpers is found distributing handouts, soliciting signatures, etc. outside of your designated space, you will all be asked to leave immediately.
- **No hair-cutting, aerosol products, silly string, bomb bags or pop caps are allowed.**
- If your activity is “active” and/or cannot be contained to the space size, prior approval must be obtained from the committee each year. This includes distribution of materials to participants.
- **All prices for food, raffles, services, etc. must be posted.**
- **No generators, unless previously approved.**
- **We provide space only** (no electricity or set ups) unless you have rented tables, chairs, and/or tents from us. You will find any rental items in your space when you arrive or shortly thereafter.
- **All food vendors must have secured a one day license** from the Stoneham Board of Health (781-279-2621). You must have your paperwork completed and your site will be inspected on Town Day before the permit is given to you.

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GETTING SET UP

Vehicular entry/exit. Enter Central Street (a one way street) from Main Street at Central Square, drive down Central Street to the vicinity of your space. When you park, make sure your vehicle is parallel with the curb (both sides are heading north) leaving plenty of access for vehicle to travel down the middle. After unloading, proceed down Central St. toward Common Street. No other entry/exit will be permitted.

No vehicular entry will be allowed before 8AM or after 9:30AM. Vehicles should be moved out of the Town Common area no later than 10AM. Please note: police will ticket and/or tow your vehicle after 10AM.

Drop off your materials at the curb area. Move your vehicle to a legal parking space outside of the Town Day area – Return to set up your space. There is **NO PARKING** in the Church Street parking spaces, the lot by Honey Dew Donuts or the Town Hall at any time.

Information about your space. Your space is 10'wide X 10' deep. Please confine your activity accordingly. Those assigned spaces on Central Street, must confine their activity to the sidewalk area only. Tents that exceed this area may not be erected and will be subject to removal by committee members. If you are using a personal tent/canopy, it must be self-standing and stakes and/or poles may not be driven into the ground. All tents must be tied down on all corners with adequate weights such as sandbags or water jugs. If your tent/canopy does not meet these requirements, you will not be allowed to use it. Tents, tables and chairs rented through the Chamber will be delivered and set up at 7:00AM on the day of the event.

WHEN YOU LEAVE

Trash disposal. Please bring your own trash bags and clean up your space at the end of the day.

Vehicular entry/exit for leaving. Vehicles will not be allowed onto Central Street before 4PM, if you leave prior to this time, you must carry out your items. After 4PM, please observe the same protocol as when you arrived. Vehicles must enter Central Street via Main Street at Central Square and leave headed south towards Pleasant Street. After 4PM, make sure your vehicle is parallel and against the curb (both sides are heading north) leaving plenty of access for vehicles to travel down the middle including a large front-end loader that will picking up trash on Central Street.

If your set up includes a hot surface such as a grill, fryer or the like, please shut it down in time to allow you to move it no later than 4:30PM to allow for street sweeping and clean up.

Tent, chair and table rentals. If you have rented tables, chairs, or tents from us, you will find them in your space when you arrive or shortly thereafter. At 4 PM it is critical that you clear and clean your tables and chairs, collapse the tables and chairs and leave them at your space. The rental company will pick them up at your space by 4:30 PM. All tables and chairs must be accounted for and any chairs/tables not returned will be subject to a replacement fee set by the rental company. If you rented a tent from us, please leave it standing at your space and the tent rental company will pick it up at the close of Town Day.

Thank you for participation as an exhibitor! We are looking forward to a great day.