



TOWN DAY VENDOR INFORMATION

The Stoneham Chamber of Commerce and its Town Day Committee look forward to your participation in the 36th Annual Town Day. The event will be held on **Saturday, Sept. 14** from 11AM-4 PM. In the case of inclement weather, Town Day will be moved to **Sunday, Sept. 15**, Noon-5PM. Below is 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.
- **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.

STONEHAM CHAMBER OF COMMERCE

36th Annual Stoneham Town Day

GETTING SET UP

Vehicular entry/exit. Please note: the traffic pattern has changed since last year, and unloading on Central Street will be prohibited. New bump outs in front of the Town Hall portion of the street will prevent vendors stopping anywhere on Central Street to unload. Only the following streets can be used to unload your materials: Main Street, Emerson Street or Common Street. You may access these streets from Central Street (a one way street) however there will be no stopping allowed at any point in the morning.

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 7:30AM 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. However, after 4PM, you may use the parking spaces on Central Street as they become available. Please note there is no stopping to load on Central unless you are in a parking space, leaving plenty of access for vehicles to travel around you.

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, 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 by 4:30 PM. All tables, tents 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.