

**Assabet Valley Chamber of Commerce
Festival
Vendor Rules and Regulations**

Revised on 5/2010

The Assabet Valley Chamber of Commerce currently operates two festivals per year—the Hudson Community Fest scheduled for the 1st Saturday after Memorial Day and the Maynard Community Fest scheduled for the 1st Saturday in October.

The Chamber operates these festivals to benefit Chamber members and the citizens of our regions. The Fests are marketing vehicles for our downtown communities, our local nonprofits and vendors at large. Since it is our intent to market our downtown areas as family friendly environments, our priority is to ensure that activities and products reflect this intent. Hence, the following rules and regulations shall apply:

1) Reimbursements

All Festivals are scheduled to go on, rain or shine. No reimbursements will be made.

2) Restrictions

Festival Management reserves the right to restrict items sold at its Festivals, and will restrict items that jeopardize public safety or create a public nuisance. Examples of such items include; stink bombs, potato guns, hairspray, silly string, etc.

Management reserves the right to restrict vendors and may reject an application up to 72 hours before the event. If Festival Management deems it necessary to reject a vendor, reimbursement shall be given. In most cases, restricting vendor type to a maximum of two allows choice, while ensuring that vendors are profitable and will return to our events. In general, vendors are accepted on a “1st come—1st serve basis.” However, Chamber membership and longevity of event participation also plays into vendor choice. In all cases, Festival Management has the power to exercise discretion and the decision is final. Examples of restriction include:

- a) Network Marketing Organizations--We only accept one vendor from each type of network marketing organization. In all cases, this will be accepted on a 1st come basis.
- b) Food Vendors--In most cases, we take up to one vendor per major food category. Food vendor applications must be received by the Office one month prior to the event. Food vendors must supply a complete list of foods that they plan to sell. This list will be modified and approved by Festival Management and returned to the food vendor. Only food approved by the Chamber and the Board of Health shall be allowed to be sold at the Festival.
- c) The Chamber, in order to provide variety and protect vendors, will limit vendors, especially commercial vendors, in some categories. In all instances, Chamber members and returning vendors will be given priority status. In general, we will only accept two vendors in the following categories—sand art, face painters, chiropractors, massage therapists, realtors and mortgage companies.

3) Set-Up and Breakdown

- a) All materials for set-up must be on site no later than 8:45 am. Festival sites are closed to vehicular traffic from 8:45 am. to festival closing (4 pm).
- b) Unless otherwise cleared by the Festival Coordinators, vendors who break down their booths before closing time will be purged from our festival application list and denied consideration at future festivals. Early breakdown sends a negative message to those

who attend the event during the later part of the day and creates safety hazards for attendees and fellow vendors.

- c) Vendors are expected to clean up after themselves and put trash in designated areas. Those who do not clean up after themselves may be banned from future festivals.

4) Site Placement

- a) Vendors may make site requests on their vendor application. Whenever possible, requests will be honored. However, repeat vendors and Chamber members will get preferential treatment and the balance of placement is done on a “1st come—1st serve” basis, or based on health or safety reasons. The decision of the Festival Manager is absolute.
- b) All vendor applications, except for food vendors, must be received eight days before the event. For example, vendor applications will not be accepted after 5/27 for a 6/4 fest. Vendor placements will be determined the week before the event. Food vendor applications must be received one month before the event.
- c) Vendors will not get their placements until registration on the day of the Fest, although exceptions may be made for medical or safety reasons.
- d) The Hudson Fire Department requires that all food vendors with heating elements are located in a food court.
- e) Vendors who utilize streetscape, especially in Maynard, can not go beyond parking space markings to insure safety vehicle access.
- f) Festival Management strives to accommodate vendors to the best of its ability.
- g) Upon approval from a Festival Coordinator, vendors may move to “open spaces” after 9:30 am. on the day of the event.

5) Vendor Licensing and Permitting

- a) In most cases, Festival Management purchases a “blanket” permit to site vendors on public property. At present, this permit covers everything but food vendors.
- b) Although Festival Management also purchases a blanket food permit, all food vendors will need to provide the Board of Health with proper documentation. Information will be forwarded to all food vendors via email or 1st class mail at least three weeks before the Fest. All paperwork must be on file with the Board of Health two weeks before the event.

6) Parking

- a) It is to vendors’ benefit that customers can easily reach the fest site. Therefore, assigned vendor parking areas will be designated.
- b) Vehicle type and registration will be requested on the vendor application or at registration. All non-designated vehicles on the Fest site after 9 am. will be towed, at the owner’s expense, unless otherwise approved by a Festival Coordinator.