

**GARDNER SQUARE TWO, INC.**  
**2017 - 78th ANNUAL EXPERIENCE GARDNER**  
**SUMMER FESTIVAL & SIDEWALK SALE**

Friday, August 4, 2017, 9 am – 5 pm and Saturday, August 5, 2017, 9 am – 4 pm

**VENDOR GUIDELINES**

1. **EVENT HOURS:** Friday, August 4, 9:00 a.m. - 5:00 p.m. and Saturday August 5, 9:00 a.m. - 4:00 p.m.
2. **SETUP AND BREAKDOWN:** All vehicles must be off the street by 8:00 a.m. on both days. The streets are closed to all vehicles on Friday 8:00 a.m. - 6:00 p.m. and on Saturday 8:00 a.m.- 5:00 p.m. You may drop supplies and products **ON THE SIDEWALK** at your assigned area, and 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 between 8:00 & 9:00 a.m. No items will be allowed on the street prior to 8:00 a.m.**
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'. If your display is larger or includes a vehicle, you must purchase 2 booth spaces.
5. **ITEMS NOT ALLOWED** for safety reasons, as per the Gardner Police Department include, but are not limited to: caps, snaps, silly string, pellet guns, weapons or items deemed to be weapons.
6. **BOTH DAYS REQUIRED:** Vendors and Organizations are required to have their booths open and functioning for the entire two-day event and are required to stay until the end of each day. 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. **CHINESE AUCTION DONATION:** All Vendors are required to donate an item for the Chinese Auction and must submit the item to the Auction site at John Sport Shop, 38 Main Street, on Friday morning by 9:00 A.M.
8. **VENDOR PARKING** is available in the municipal parking lots on West Street and Nichols Street. Street parking on the perimeter of the closed off area is limited to customers. Please be advised the parking meters are patrolled hourly; so if you find a **FREE** parking lot space take it.
9. **BOARD OF HEALTH:** The **Gardner Board of Health** will be on hand and checking to ensure that food vendors have obtained Temporary Food Licenses, and that requirements such as proper food temperature and refrigeration are being met and there are no health violations. **GARDNER POLICE** will be present and checking vendors have Hawker/Peddlar licenses on hand, and that no prohibited items are being sold or displayed (see #5 above).
10. **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 litter and trash before closing Friday night and before leaving Saturday.

Upon receipt of your payment and signed vendor registration form, a **confirmation email** will be sent to you to verify receipt of payment. One week before the event a Vendor space lot # will be sent to you via email. Volunteers will be on hand Friday morning to help you find your vendor location.

**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.

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