

Scituate Chamber of Commerce
2020 Heritage Days Festival Vendor Non-Food
Rules and Regulations for Participation

Dates and Hours of Operations

- Front Street -Saturday August 8th, 9:00am-5:00pm and Sunday August 9th from 9:00AM-5:00pm
- Cole Parkway -Saturday August 8th, 9:00am-7:00pm and Sunday August 9th from 9:00AM-6:00pm
- Table/Tent Set up starts **no earlier than 6:30am** on both days. On Front Street you may place your belongings on the sidewalk in front of your spot until Front Street is closed. No cars on Front Street/Cole Parkway during set up. Be aware that cars parked in No Parking areas may be ticketed and towed. A bus will be running to and from Front Street and the Greenbush MBTA Parking lot from 6:30am – 9pm on Saturday and 6:30am-8pm on Sunday. Park your car at the Greenbush MBTA lot so attendees will have parking at the event.
- Sales must stop at 5pm on Front Street. Breakdown MUST be completed by 6:00pm. Breakdown for Cole Parkway must be completed by 6pm on Sunday. **Early Breakdown is not permitted, no access to booths by vehicles until closing.**
- Event is held, rain or shine.

Vendor Areas: All areas are outdoors, on paved streets and no power or water is available. You must provide your own tent or self-contained unit, tables etc. Spaces are tight. Tents must be weighted down for wind purposes. Overnight locations must have tent and all goods secured Saturday night. Booths must always be staffed. Set-up and break-down is the sole responsibility of the exhibitor. Generators may only be used in specific areas; you **must get prior approval** at the time of booth request. **All required permits** for food selling or sampling, propane, generators, etc., are the responsibility of the vendor and must be applied for prior to July 1. See Permit section below.

Lost and Found: All lost and found items should be promptly turned in to the Chamber of Commerce table located on the corner of Front Street and Otis Place

Sub-leasing: Subleasing of any area is not permitted without prior consent from the Heritage Days Committee/Chamber. Contracts are non-transferable. All vendors are subject to acceptance by the Chamber of Commerce.

Insurance: All vendors are required to have an insurance policy. Food vendors are required to have an insurance policy with one million dollars of both bodily injury and property damage coverage naming Scituate Chamber of Commerce as additional insured, PO Box 401, Scituate, MA 02066. Certificates must be given to the chamber prior to the event, or you will not be allowed to set up. Vendors assume all liability for their space and employees. Heritage Days Committee and the Scituate Chamber of Commerce are not responsible for any loss, damage, theft or claim of any kind whatsoever.

Permits - Health & Fire Permits are necessary if Preparing, Selling, Sampling, or Giving away anything that goes in the mouth. Food, Water or any Beverage: You are responsible for securing these permits directly with the permitting authority. Permits must be applied for no later than July 1, 2020. Failure to secure necessary

permits will NOT result in a refund. A Scituate Board of Health Temporary Food Application can be found at https://www.scituatema.gov/sites/scituatema/files/pages/temporary_food_checklist_application.pdf for anyone selling or dispensing food, beverages, oils etc. A Scituate Fire Permit, found at the Fire Department, 149 First Parish Road, Scituate, is required for any vendor using propane or heating units of any kind. Permits must be prominently displayed. Vendors with multiple booths may need multiple permits.

Vehicles, Stock and Personnel: **No vehicles will be allowed to enter the vendor areas after 6:30am both Saturday and Sunday.** Due to the limited parking, designated areas for vendor cars/trucks is located at the Greenbush commuter rail parking lot. The use of golf carts and personal transportation devices during fair hours other than by authorized Chamber personnel or handicapped vendors with proper credentials is strictly prohibited.

Promotional Giveaways: Promotional giveaways must be approved by the Heritage Days Committee in advance of Heritage Days. Walking around and distributing giveaways or promotional material will not be permitted.

Smoking/Vaping: No Smoking/Vaping/lit candles in the vendor areas. Smoking area located by Bandstand on Cole Parkway.

Solicitation: Vendors must stay in their own area. No push carts, roving vendors, sampling, or soliciting (either acting for a non-profit or for-profit organization or on his/her own behalf) is permitted to operate during Heritage Days hours. All solicitation or sales must be made within the confines of your designated, rented space.

Sound/ Video: No microphones, loudspeakers, megaphones, video devices or the like, are to be used without prior permission from the Heritage Days Committee. All sound and video producing devices used by a vendor within or outside of his space must be of such a nature and so operated as not to cause annoyance or inconvenience to his patrons or to other Vendors. Appropriate sound levels will be determined by the Chamber and must be maintained throughout the event.

Menu Items: Vendors may only sell those items listed on their contract and permits. A sign showing all prices must be posted.

Sale Items: The Chamber reserves the right to remove any unauthorized or offensive products, goods, or services offered by the vendor. A sign showing all prices must be posted.

Not Allowed: Silly String, Bomb Bags, snaps, caps for guns, toy guns, sexually explicate products or photos

Trash: You are responsible for your own trash receptacles for your space. Public trash bins placed conveniently throughout the harbor are for the public. At the end of each day, **you are responsible for cleaning your area and removing any refuse.**