

Scituate Chamber of Commerce
2018 Heritage Days Festival Vendor Non-Food
Rules and Regulations for Participation

Dates and Hours of Operations 2016

- Front Street -Saturday August 5th, 9:00am-5:00pm and Sunday August 6th from 9:00AM-5:00pm
- Cole Parkway -Saturday August 5th, 9:00am-7:00pm and Sunday August 6th from 9:00AM-6:00pm
- Upon arrival you must register at the Chamber Booth, corner of Otis and Front St
- Set up starts at 6:00am on both days. No traffic on Front Street during set up
- Sales must stop when breakdown commences - Front Street 5:00pm and must be completed by 6:00pm both days

Location: Front Street and Cole Parkway in Scituate Harbor.

Vendor Areas: All areas are outdoors and no power or water is available. You must provide your own tent or self-contained unit. Be sure to include all footage needed as spaces are tight. Tents must be weighted down for wind purposes. Overnight locations must have tent and all goods secured Saturday night. Booths must be staffed at all times. 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 are the responsibility of the vendor.

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, PO Box 401, Scituate, MA 02066. 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.

Health & Fire Permits are necessary if Preparing, Selling, Sampling, or Giving away 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, 2018. 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 7:00am both Saturday and Sunday. Due to the limited parking designated areas for vendor cars/trucks may be announced prior to the event. 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 Chamber Concessions Managers in advance of Heritage Days.

Smoking: No Smoking in the vendor areas. Smoking area located by Gazebo 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, loud speakers, or video devices 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.

Sales/Menu Items: Vendors may only sell those items listed on their contract and permits. 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, 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 to designated areas.**