



09.21.2019

## Vendor Village Guidelines and Fact Sheet

**Date:** September 21, 2019

**Where:** Westwood High School Complex, 200 Nahatan Street, Westwood

**Admittance:** Westwood Day is free to the public from 10:00am to 3:00pm.

**Weather:** Westwood Day is a rain or shine event.

**Booth Location:** Attached please find a map detailing your entrance, area, and space.

**Set Up Time: 7:00 am – 8:45 am**

**Break Down Time: 3:15pm - 4:30 pm**

**Vendor Vehicles:** You may drive your vehicle to your designated vendor location to drop off items for set up starting at 7:00 am. **All vehicles enter and exit the high school complex at the Clapboardtree Street end to avoid conflict with the preparations for the 5K Race.** Your vehicle must be removed from your designated area no later than 8:45 am. After 3:15 pm you may drive your vehicle back to your assigned location for break down and pick up of all your items. Please be considerate and police your designated area for trash and debris. All vehicles must be removed from the Vendor Village no later than 4:30 pm. Please be aware that if you wish to leave before the designated breakdown time you will be required to carry your belongings to your vehicle in the designated vendor parking area as no vehicles will be permitted into the complex during the event.

**Vendor Parking:** Vendors will be allowed to park their vehicle at the First Parish Church, 340 Clapboardtree Street, located at the intersection of Nahatan and Clapboardtree Streets, approximately 300 yards from the high school. Once the church lot is full the parking attendant will direct you to additional parking at the St. Marks Church, adjacent to First Parish Church. Handicapped parking is available near the Pool entrance. A Handicapped placard is required for this entire lot. Please remember to give yourself ample time to check in, unload your car and park before Vendor Village closes to vehicles at 8:45am. There will only be **ONE** parking pass available per vendor table. Parking Passes will be handed out upon arrival to Vendor Village. Please place your parking pass on the dash board of your vehicle. This will permit you to enter the reserved parking lots. Carpooling is encouraged!

**General Requirements:** All vendor spaces are 18' X 20' and include one 8 foot long table and two chairs. Vendors are responsible for tents, equipment, and other materials necessary for your booth. All materials must be contained within your designated area. Please secure all tents, signage, and other objects. When securing the tents it is recommended that there be at least 40 pounds of weight on each corner. Keep the weights as close to the ground as possible.

**General Restrictions:** Only foot traffic is allowed on the grounds during the hours of 9:00 am - 3:15 pm.

**Electricity:** Electricity is not available for vendor booths.

**Release:** The Town of Westwood, their agents, board members, volunteers and any or all individuals and organizations assisting or participating in any capacity in Westwood Day 2016 ("the Releases") assume no liability of any kind for personal injury to the vendor and/or persons/entities associated with the vendor or persons injured by the vendor's conduct of any kind. The Releases assume no liability of any kind for damage to property or loss resulting from damage to property, including any property of the vendors, any persons associated with the vendor or any persons whose property is damaged by the vendor. Property is deemed to include intangible and intellectual property. The vendor acknowledges that s/he has the authority to bind all persons or entities affiliated with the vendor and that all such agree to hold "The Releases" harmless from and to indemnify "The Releases" for any and all liability occasioned by the operation of any booth by said vendor or his or her agents.

**Vendor Contact:** Sam Packard [spackard@townhall.westwood.ma.us](mailto:spackard@townhall.westwood.ma.us) or 781-355-8099

