

Preliminary Vendor Information

Hopkinton Town Common April 13 & 14, 2024

This information is for applicants to help determine if you can satisfy vendor requirements before applying. Final details will be available after applicants are selected.

Vendor Setup

- Vendor setup begins at **8:30am** and concludes at **10:30am** on Saturday, April 13th. Vendors are asked to check-in with Parks & Recreation staff at the Gazebo area. Upon completion of check-in vendors can begin to set up at their assigned location.
- Roughly a week before the event, you will receive a map of the Common with your assigned location.

Vendor Breakdown:

- Vendors are required to have their booths setup until **3:00pm Sunday**. Please do not break down early.
- Vendors are permitted to leave any materials they want overnight. Please take the weather into consideration.
- Vendors are permitted to stay open later than 3:00pm on Saturday if they wish.
- On Sunday, April 14th vendors will be asked to break down and remove all materials from the Common beginning at **3:00pm**.
- Upon conclusion of Sunday's events the B.A.A. and other town departments will be swiftly transitioning to set up for the Boston Marathon race on Monday.

Additional Information:

- Weekend events will be held rain or shine, with no rain date.
- Vendors must provide their own tables, chairs, 10x10 (or smaller) pop up tent, display materials and other supplies. No electricity will be available.
- If you bring a pop up tent, please make sure to bring weights or sandbags to anchor down the tent. **No tent spikes** will be permitted, as they cause damage to the irrigation system and grass.
- Vendors are responsible for bagging up their own garbage for pickup.
- Please be environmentally conscious when providing goods.
- Payment for a vendor booth acknowledges that any photos or videos taken during this public event can be used by Town of Hopkinton departments for publication and promotion in print, online, social media, video-based marketing, and advertising materials without compensation.
- The Town of Hopkinton assumes no liability for damage or injury or loss of property.

- Unethical conduct, immoral behavior, or any infraction of the Rules & Regulations, as determined within the discretion of Parks & Recreation, those persons shall be immediately removed and excluded from the event. If such exclusion occurs, it is agreed that no refund shall be made to the Vendor and the Town of Hopkinton, Parks & Recreation is not liable for any damages or expenses incurred by the Vendor because of such exclusion. Vendors must always conduct themselves in a professional manner. Any vendor that exhibits unacceptable behavior and/or profanity towards event staff, or members of the public at any point will be asked to leave the event without refund.
- No refunds will be given starting April 1st 2024 for any reason other than cancellation of the events as determined by Parks and Recreation.

Additional Information for FOOD VENDORS only

- All vendors planning to serve food MUST be approved by the Board of Health.

Please reach out to the Hopkinton Parks and Rec director, [Jon Lewitus](mailto:Jon.Lewitus@hopkintonma.gov), with any questions: JLewitus@hopkintonma.gov or 508-497-9750