



APRIL 10-11, 2010
SATURDAY 10 AM - 7PM
SUNDAY 10 AM- 5 PM
HAWTHORNE PARK,
MEDFORD

RETAIL VENDORS - Rules and Regulations

PLEASE READ CAREFULLY

The Heart of Medford Association reserves the right to reject any products that are deemed inappropriate or controversial. Products for sale must remain within the confines of your rented space. Please note that "dogs/pets" are discouraged at the event.

LOAD-IN - SET UP - Beginning at 10 AM Friday, April 9, 2010 - Load-in, color-coded instructions, map, required identification, etc. will be provided in your Vendor Packet to be mailed middle of March.

Copies of all required permits, proof of valid liability insurance with HMA listed as an *Additional Insured*, etc. must be presented at load-in or you will not be allowed to set up and will lose your rental fee.

LOAD-OUT - **Will begin no earlier than 5:00 PM on Sunday;** any vendors attempting to load-out early will not be asked back to the Pear Blossom Spring Fair. This is due to public injury possibilities.

SECURITY - There will be continuous security during the entire event beginning at 7PM on Friday, 4/9, however, DO NOT leave valuables in your tent over night.

MAPS/INSTRUCTIONS will be mailed mid-March with specific load-in/set up and load-out procedures. We will be using a color-coded, time system as to when you may line up. PLEASE honor the time allotted for your load-in; if not, you will be required to go to the back of the line. There will be parking provided with a shuttle service just for vendors.

MANDATORY:

- Wheeled carts only, do not drive on grass; you will off-load from the paved pathways;
- A copy of permit and liability insurance...this will be checked and confirmed prior to set up;
- **Canopies are required;** no refunds will be issued due to inclement weather;





APRIL 10-11, 2010
SATURDAY 10 AM - 7PM
SUNDAY 10 AM - 5 PM
HAWTHORNE PARK,
MEDFORD

- **DO NOT** drive nails into trees; put ropes around trees; or stakes into the ground; Tent/canopy may not be anchored with stakes into the ground, you must provide your own sand bags or other method to anchor your canopies;
- **YOU MUST PROVIDE YOU OWN ELECTRICAL CORDS;** only appliances listed on your Vendor Agreement will be allowed;
- Please dispose of trash properly. Numerous options will be available from recycling to dumpsters. Your cooperation is so appreciated that we will refund your \$10 deposit (on the spot) if your space is clean when you leave.
- Silly String is **NOT** allowed.
- Your booth fee permits you to sell **ONLY** within the confines of your booth space.
- There will be **NO** street vending.
- You are responsible for your own booth and supplies.

If you have any questions, please contact Toni McMillian-Arnspiger, Vendor Coordinator - 541/821-1162

