

MARLBOROUGH HERITAGE FESTIVAL STANDING RULES

The Marlborough Heritage Festival is a joint project of the City of Marlborough and the Marlborough Regional Chamber of Commerce. It is held on Marlborough's Main Street from 10:00 a.m. to 3:00 p.m. and features entertainment, arts and crafts, food court, Chowder Contest, vendors, a road race, vehicle fair and participation by local non-profit organizations. **In the event of inclement weather, the Festival will be limited to the road race and chowder contest.**

General Rules for all participants

Vendor's warranty that all merchandise offered for sale shall be of merchandisable quality, and shall comply with all applicable State/Federal laws and regulations. The Vendor understands that he/she is subject to all limitations, whether expressed or implied, concerning the number and type of all items to be used, sold or displayed by the vendor. THE FESTIVAL COMMITTEE RESERVES THE RIGHT TO REMOVE, WITHOUT REFUND, ANY OR ALL ITEMS THAT EXCEED THOSE LIMITATIONS. All vendors must commit to the entire time of the Festival. No early departures. Set up may begin at 8:00 a.m.

Vendors are required to bring their own tables.

No vehicle will be allowed on or off Main Street after 9:00 a.m. Aisles must be kept clear for safe access throughout the show. The distribution of **all** complimentary items (balloons, literature, pins, etc.) must receive **prior written approval** from the Festival Committee.

No gaming, raffle or ticket sale activities will be allowed.

The Festival Committee assumes **NO** responsibility for the theft or loss of any money or negotiable instruments, nor the theft, loss or damage to merchandise.

Guidelines for participation by downtown businesses:

- Businesses located within the Festival area (currently designated as the corner of Main and Bolton Streets to the corner of Main and Florence Streets) may set up a table or display on the sidewalk immediately in front of their place of business to encourage Festival visitors inside.
- Downtown businesses not located within the Festival area but wishing a presence at the Festival may make arrangements with a business in the Festival area to use their available space.
- No business may set up in the vendor area unless they meet the target vendor criteria and pay the appropriate fee.

Guidelines for participation by businesses outside the downtown area:

- Businesses are eligible to participate if they meet the target vendor criteria as approved by the committee.
- Non-target criteria businesses may participate by sponsoring an event or activity such as entertainment or artistic demonstrations. Credit for support will be given in press releases and the sponsor may provide a free standing sign in the entertainment venue for the duration of the performance.

Guidelines for political candidate participation:

The Marlborough Heritage Festival welcomes participation by candidates for political office.

A political candidate:

- May distribute balloons **only**.
- May volunteer at the Marlborough Heritage Festival, but must engage in a fundraising activity for a local charity of their choice. The fundraising activity must be approved, and may not conflict with another fundraising activity. The Marlborough Heritage Festival Committee will assist the candidate in determining an appropriate activity. A candidate that participated in the previous year's event has the right to reserve the previous year's fundraising activity, but must do so by **August 15th** and secure the activity by **paying in full**. The Marlborough Heritage Festival Committee reserves the right to re-assign any fundraising activity not reserved by that time. Candidates must provide their own tables. **Verbal requests for a fundraising activity will not be accepted.**
- May **not** distribute, attach or display campaign materials, banners, signs, stickers or bumper stickers of any kind.
- May visit the Festival wearing campaign logo materials such as tee-shirts and buttons, and meet and greet constituents.

Participation by non-profit organization

Area non-profits are encouraged to use the Marlborough Heritage Festival to raise money for and awareness of their organizations. **All non-profit participants must abide by the general rules.**

- In order to accommodate as many non-profits as possible, each organization will be limited to one fundraising activity.
- The fundraising activity must be approved, and may not conflict with another fundraising activity. Non-profits wishing to bake will be asked to limit themselves to one item such as pies, or giant cookies. The Festival Committee will assist the non-profit in determining an appropriate activity.
- Any non-profit that participated in the previous year's event has the right to reserve the previous year's fundraising activity, but must do so by August 15th and secure the activity by paying in full. The Festival Committee reserves the right to re-assign any fundraising activities not reserved by that time. Non-profit organizations must provide their tables. **No verbal requests for a fundraising activity will be accepted.**
- **A non-profit that is not a paid Festival participant may not solicit attendees for any reason.**

Participation in the Food Court

Food court activities are a combination of professional kitchens and non-profit activities. As with participation by candidates and non-profits, participants in the Food Court will be limited to one or two types of food in order to accommodate the maximum number of participants.

- Any kitchen or organization which participated in the previous year's Festival has the right to reserve the previous year's food activity, but must do so by August 15th and secure the activity by paying in full. The Festival Committee reserves the right to re-assign any food activity not reserved by that time. No verbal requests for a food activity will be accepted.
- Non-profit organizations wishing to participate in the Food Court are welcome to do so but will be required to obtain a temporary food permit from the Board of Health at (508)460-3751.
- Professional kitchens wishing to participate must do so in conjunction with a Marlborough nonprofit, and agree to donate a portion of the day's profits to that organization. That organization will in turn agree to provide workers for the duration of the day's event.