



Melrose
CHAMBER of COMMERCE



Sunday, September 8, 2019, 11:00 am - 4:00 pm
(Severe Weather Date: Sunday, September 15)

Vendor Need To Know

Welcome to the 39th Annual Victorian Fair! Thank you for participating in this longstanding Melrose tradition. The Melrose Chamber of Commerce hopes you find your participation to be productive and fun. Below you will find useful information in preparing for, and participating in, the Victorian Fair.

The Booth Space:

- Each booth space is 10 feet by 10 feet and spaces are adjacent to each other.
- We have a FULL Fair this year with no empty booth spaces.
- Please be considerate and do not encroach upon your neighbors' booth spaces.
- If you reserved and paid for a table and canopy, those will be provided and set up for you upon your arrival on Fair day.
- If you *did not* choose to reserve a table (s), you should bring your own (no larger than 8 feet).
- If you are bringing your own canopy, it must fit in a 10 x 10 foot space.

If, when you arrive at your booth space, any items you reserved and ordered through the Chamber are not in place, please come to the Chamber booth at the corner of West Foster Street so we can assist.

Please do NOT remove items from adjacent booths.

What To Bring:

- Chairs
- Tablecloth(s)
- Trash bags, scissors, and string.
- If you have pre-ordered electricity, bring extension cords and a power strip in the event you may need them.
- Table(s), if you did not pre-order through the Chamber.
- Trash will be the vendors' sole responsibility. A "carry in/carry out" trash policy will be in place during the Fair.

If You Reserved A Canopy

- Please do not staple, tape, tack or nail anything to the rented canopies.
- **You are responsible for any damage to these tents, and could be subject to a fine of \$50 for damaging a tent.**
- Do not hang your own banner from a rented canopy/tent.

**** Unless reserved in advance, the Chamber can not provide additional tables or canopies on Fair Day. ****

When You Can Arrive:

- Starting at 9:00 am on Sunday morning you may set up your space.
- Entrance to the Fair space on Main Street will not be allowed prior to 9:00 am. If you begin to set up prior to 9:00 am, you will be asked to stop.

- The Fair does not officially begin until 11:00AM.
- To deliver your materials by vehicle, you may enter onto Main Street at Upham Street only. Main Street will be one-way, moving North to South. Exit from Main Street at Grove Street.
- **You may only pull over and temporarily park on the right hand side of the street.**
 - **Pull over to the far right and do not block the lane of traffic, unload your materials at your space, and move your vehicle off of Main Street as quickly as possible.**
 - Then return to set up your booth.
- All cars must be off Main Street by 10:30am. Any cars on Main Street at 10:30am will be subject to fines and towing.

Your Booth Location:

- Your location, as well as your booth specifications are posted on the Melrose Chamber of Commerce web site, www.melrosechamber.org.
- In addition, there is a map of Main Street to assist you in finding your exact location.
 - **A helpful hint in looking at the vendor booth map is to make it larger.**
 - **Depending on the version of Adobe Acrobat you are using, you can enlarge the map by clicking the zoom option on the menu on top, or by clicking on the PLUS + button at the bottom of the screen.**
 - **Then scroll/drag left or right, up and down.**
- Lower numbers are on the Upham Street end of Main Street; higher numbers are on the Grove Street end.
- Odd numbers are on the same side of the street as the YMCA; even numbers are on the same side of the street as Turner's Seafood.

Severe Weather:

- **In the event of SEVERE weather, the Chamber Board will determine if the rain date of September 15th is to be used.**
- You can find out about Fair postponement one of three ways:
 - By Calling 781.665.3033
 - By visiting www.melrosechamber.org
 - By tuning into MMTV, Channel 3.
- As a vendor, you will also receive an email by 7:00 am on Sunday morning if a severe weather date is needed. Changes will also be posted on Facebook and on Twitter.

If a severe weather date is necessary, and you are unable to attend the Fair on that date, please be advised there are no refunds.

Parking:

- Please give yourself extra time to find parking.
- Parking near Main Street is limited.
- Subject to availability, you may park in the lot behind Shaw's and the lot behind City Hall/Memorial Hall.
- Parking in other area municipal lots and along side streets is also permitted. See the parking map below for further parking options.
- The parking lot off of Grove Street behind Eastern Bank will be used for the amusements.
- The Melrose Pedestrian Bicycling Advisory Committee and Mass In Motion will host bike valet services on East Foster St, so encourage your visitors to bike to the Fair.

Event Breakdown:

- **The Victorian Fair will come to an end at 4:00pm, at which time vendor spaces will be broken down.**

- Please do not break down your space any earlier, in order to maintain a fun and festive environment for all.

Finally, do have fun at this wonderful community event! Enjoy your neighbors in the booths around you - make new friends and new connections. If you have any questions, please contact us at the Chamber Office by emailing us at lauren@melrosechamber.org or jennifer@melrosechamber.org or call us at 781-665-3033.

