

Dear Vendor:

Thank you for registering to participate in Stoughton Recreation and the Town of Stoughton's "Stoughton Day" celebration. This year is a new chapter in the life of this event and we are thrilled that you will be joining us.

Included in this package you will find all the necessary information needed for a successful day. We encourage you to take some time to read through everything carefully as details from previous years may have changed. This packet includes:

- General Info
- Check in and Registration
- Parking Map
- Event Map
- Policies and Procedures
- On site department contact info

Please reach out to the Stoughton Recreation Department if you have any other questions regarding Stoughton Day and the event.

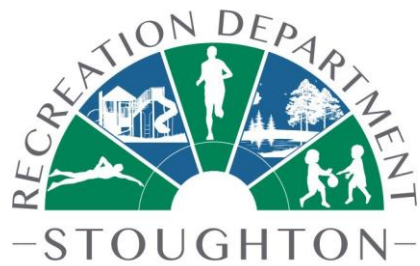
We look forward to celebrating our great Town with you all!

Thank you for the support,

Matt Cauchon

Interim Recreation Director





General Information

Stoughton Day 2019

Date: September 28, 2019

Location: Halloran Park, Pierce Street, Stoughton, MA

Public Event Hours: 11:00A-3:00P

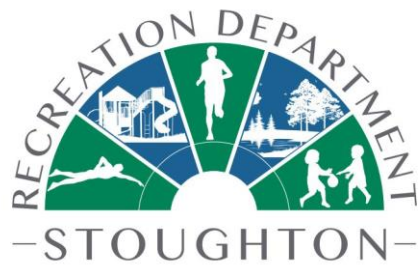
Rain or Shine Event. No refunds will be given due to inclement weather.

Registration/Check in

- Check in will take place from 9:00AM – 10:30AM on Saturday, September 28th. Please arrive during this time. We encourage early set up!
 - Check in will be available at the blue Stoughton Recreation Tent. Here, you will receive your table number. All tables will be set up and ready for you. Please do not change your table number. Your number will be shared with the public for them to locate your table/booth.
 - No chairs will be provided, please bring your own if desired
 - Your space will be approx. 10ftx10ft and will include an 8x3 table. Please bring a canopy tent if you wish. There will be no shade cover in the vendor area.
 - If you choose to bring a canopy tent, there is absolutely **NO STAKES IN THE GROUND**. This is due to irrigation lines that run throughout the park. Please use alternative methods for securing your tent. If stakes are found, they will be removed. **NO EXEPTIONS**
- **Parking will be available at the First Congregational Church of Stoughton** located across from the playground. This parking lot has limited space is first come, first serve. Staff will be there to direct you. If the parking lot is full, we will direct you to park on Leach Street, adjacent to the park location.
- **Peirce street will close at 10:30am. If you are not unloaded by then, you will need to unload whatever you are bringing from the street and walk it to your location.**

Food Policy

- Only approved vendors will be able to distribute food to the community. Only pre-packaged, sealed food can be distributed at your table. If you are found to be offering something other than this, you will be asked to dispose of it. This is policy by the Stoughton Board of Health who **WILL** be on site.
- Food Trucks and vendors will be available on site for purchase of food and drink.



Performance Vendors ONLY

- If you are a live entertainment/stage performer who will be arriving after the start of the event - parking will be reserved for you. Your parking will be at the Halloran Park basketball courts on Leach street. Please refer to the attached parking map. Staff will be monitoring/expecting your arrival.

During the Event

- The gates for our event will open at 11:00A officially but we are confident the public may show up early for parking reasons. Please be prepared by 11:00A
- If giving items away, please make sure they are appropriate. If found to be inappropriate, Stoughton Recreation reserves the right to remove that item.
- This is a volunteer event, please be courteous to all staff and to all other vendors. Inappropriate behavior will not be tolerated.
- Please do your best to keep your space contained to the 10x10 area. We do not want to disrupt foot traffic in between rows.
- We request that you stay in your space until the absolute end of the event (3:00P). Bands and performances will end at 3:00P as well.

On Site Contact Info

Department Staff will be wearing Stoughton Recreation Shirts
Part Time employees will be outfitted in Recreation Staff T Shirts
Volunteers will be wearing Volunteer Shirts

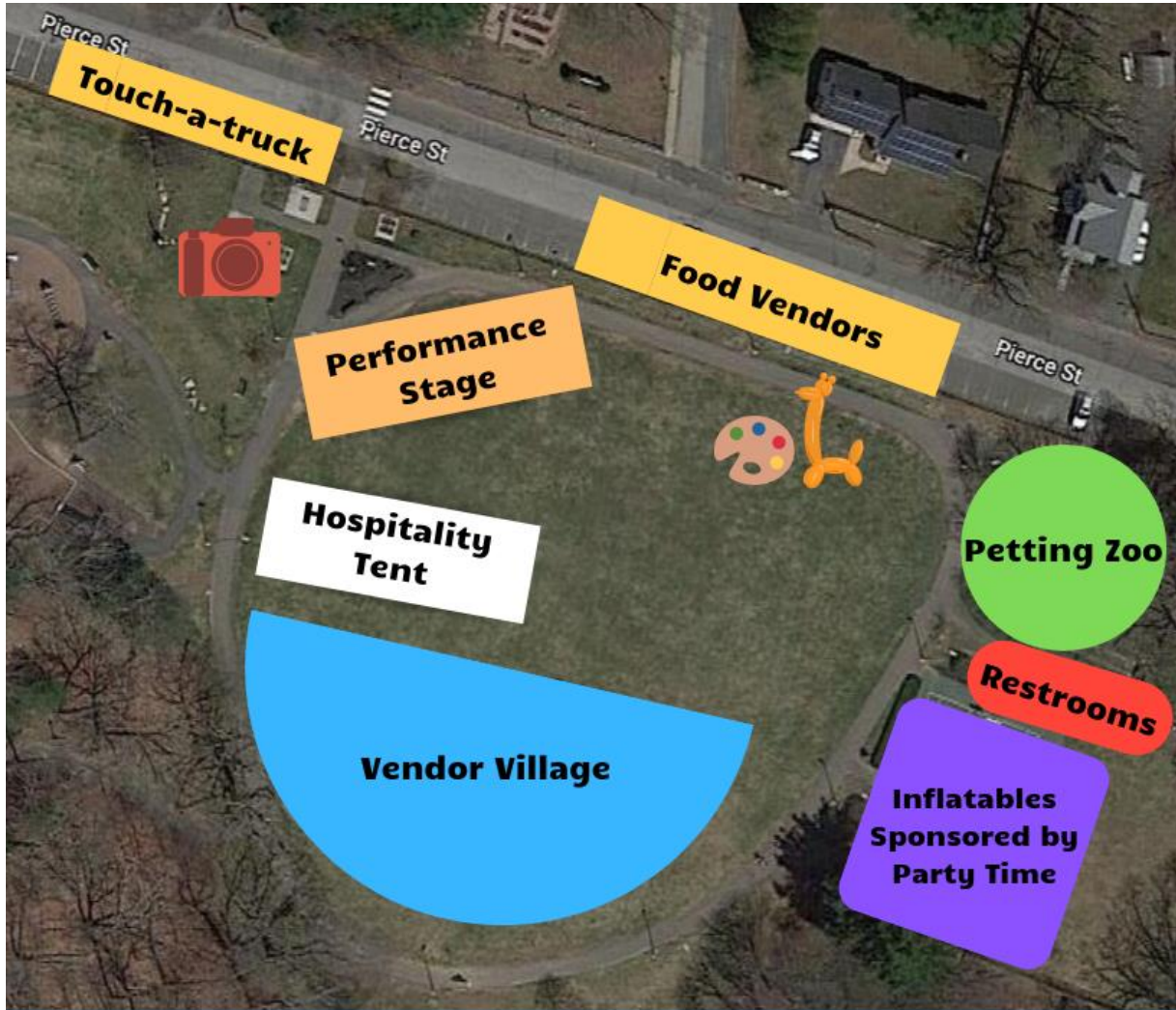
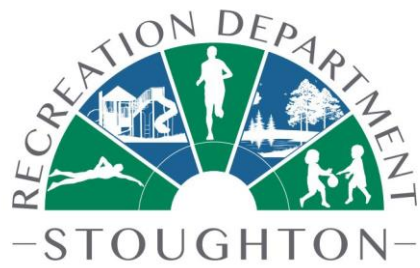
ON SITE PHONE NUMBERS:

TEXT OR CALL

Matt Cauchon – Interim Recreation Director
781-291-1148

Attached Documents

Event Map (includes performances)
Vendor Parking



Balloon Artist & Face Painting



Photo booth

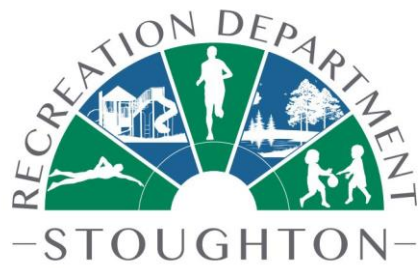


Performance Schedule

- 11:15- Kassandra Melo
- 12:05 Elite Twirlers
- 12:15- Magic Show
- 1:15 Jon O'neill Band
- 2:15 Starline Academy
- 2:30 The Dance Connection
- 2:45 The Conservatory School for performing Arts

Stoughton Day 2019
9.28.2019 | 11:00 AM- 3:00 PM
www.Stoughtonrec.org

**Schedule is subject to change*



Stoughton Day 2019 Parking

PARKING IS AVAILABLE ON ALL SURROUNDING STREETS OF HALLORAN PARK. ABOVE, HIGHLIGHTED, ARE SUGGESTED STREETS. PIERCE STREET AND SECTIONS OF LEACH STREET WILL BE CLOSED OFF DUE TO THE EVENT.

