



Saugus Founder's Day

Saturday, September 8, 2017 -- 9:00 a.m. to 3:00 p.m.



Thank you for wanting to celebrate Saugus Founder's Day with us. In order to continue this exciting day, it is extremely important that you read the following guidelines we have put together. We sincerely want to keep this a tradition for the town and hope you have a wonderful day!

Table Space – we do not supply the tables! The table space is exactly 10' x 10' (you can always count on 10' of frontage). As this day has grown over the years, so have the crowds and it is important that we have more room for your customers. We let you know where to set up upon arrival. Every spot is out in the open. Please remember that you will have other vendors sitting behind or beside you and **you need to work together.**

Cost for Table Space - Saugus Residents.....	\$50.00 each Table Space
Non-Residents.....	\$75.00 each Table Space
Businesses.....	\$150.00 each Table Space
Civic/Information Booths (non-profit).....	One table at no charge, additional tables need to be paid
Politicians.....	\$500 each space (must remain at table to distribute materials)

Checks/money orders should be made payable to Saugus Founder's Day.

****You may also pay online at the following link: bit.ly/youthrepayments**

Please add a late fee of **\$25** for any application postmarked *after August 1, 2018.*

We will NOT accept any forms after August 24, 2018. NO EXCEPTIONS!

The money made on the table spaces is used for expenses such as; police details / postage / supplies / awards / printing / decorations / inflatables and entertainment for the day.

Canopy | Tarp - We highly recommend a 10x10 pop up canopy. **DO NOT BRING A LARGER TENT. YOU WILL BE ASKED TO REMOVE IT.** These canopies help with sun and heat stroke or light rain or mist etc... Canopy weights are a good item to have in case of wind. Also be sure to bring a tarp or drop cloth in case of a little rain. This effort can save your crafts at a very small price.

Arrival Time – you may arrive **NO EARLIER THAN 6:30AM** to set up. You will see someone that will show you where your space is. As long as **time permits and it is safe**, you will be allowed to drive to your space and quickly unload your vehicle then park where you are told and come back to your space to set up. Please be careful of people working in the area. Everyone is here to enjoy the day so please come with a smile and a positive attitude. Try to be patient and the traffic and the whole process will go smoothly. **Please listen to whoever is directing you!** You may NOT switch your assigned spot.

Crafts - most booths sell home-made crafts. Usually everyone's crafts are different and are priced differently so there is a lot of room for competition. **One tip from past comments– try to keep your prices down and you'll sell more.** We notice over the years that higher priced items do not seem to sell as well.

Flea Market / Yard Sale Items - We ask that any type of these items be in good condition, good quality and kept in a neat fashion. We do not encourage too many of these booths because this is a homemade crafts kind of day. There is a certain area where we put these booths. We realize that most crafters who spend so much time on their crafts do not like to see flea market items mixed in to this day.

Civic / Information Booths - We love to have local civic groups (non-profit) join us to help keep us informed. Most of these people volunteer their day on behalf of what they believe in and we do not charge for the booth – we encourage and thank them. This is a great service to the public.

Food Booths - We are very strict when it comes to food. The food booths are done by our local youth and charitable organizations and the money they make is used by their groups for their activities during the year. There are no repeat food items allowed, so please check with us ASAP regarding food items. **PLEASE DO NOT TRY TO SELL ANY FOOD PRODUCTS, DRINKS, POPCORN, CANDY, ETC. WITHOUT PERMISSION!** The food booths are required to have Board of Health permits and they must be displayed at this booth. You must follow all rules and regulations; they are here to help us! **If you need information or a food permit call the Health Dept at 781-231-4115.**

Raffles/Games of Chance – If you are planning on selling raffle tickets, running a game, or anything where you are raising money by the sale of tickets or a chance of winning a prize – You need a permit from the Town Clerk. Per the law, you must follow all raffle rules and regulations. **Please call 781-231-4101 for a permit.**

Politics – We invite all political parties to come and enjoy the day. We just please ask that each party or individual **not solicit** during our Founder’s Day town community event. This is not the day to picket for votes. We believe in freedom of speech, but we work hard to try to make this day be an enjoyable fun day for all! If you choose to purchase a table, it will be \$500 per person. **You are then able to pass out materials, at your table ONLY. You may not solicit while walking the grounds.**

Clean Up – You are responsible for your own area. This means that boxes containing your sold products are not to be left for us, take them back with you! Please bring a garbage bag to pick up your area... have no doubt that we will be checking your space and area. This also includes the lawns and property behind you. **You will not be allowed to future events if you do not clean up after yourself.**

AGAIN, each booth will be responsible to take care of their own trash, rubbish, boxes, etc... Please bring a broom to sweep up your booth area and pick up the trash on the surrounding areas of our neighbors. There will be one person devoted to going to each booth and inspecting your area. Please do your part. We thank you in advance for your cooperation.

Being a Good Neighbor - If you see things being sold that shouldn’t be, please let the committee know. We have had complaints of some younger people being disrespectful to our crafters and that will not be tolerated, please let us know of any wrongdoings throughout the day.

Ambulance - Is on duty all day and available if you need it.

Founder’s Day Committee – Please recognize someone that is helping with Founder’s Day so if you need help or have a question we can assist you (will be wearing a neon STAFF shirt). We want you to have a safe and enjoyable day.



BANNED ITEMS - There are items we DO NOT allow to be sold or given out. No snaps, no caps, no disappearing ink, no confetti or confetti string, no stink bombs, no loud horns or fake cigarettes or anything that makes a mess for us to clean up or is a safety issue! **NO FAKE WEAPONS!!** Also, no loud noisy, annoying toys etc... please use common sense and be courteous to others. If you sell/give away any of these (or similar) items, you will not be allowed at future events!!

If you need to speak with someone, please call the Saugus Youth & Recreation Department @781-231-4022
OR email us at foundersday@saugus-ma.gov

****NOTE: REFUNDS WILL NOT BE ISSUED UNDER ANY CIRCUMSTANCE****

LOOKING FORWARD TO SEEING YOU AT SAUGUS FOUNDER’S DAY!!