



BUSINESS EXPO & FAMILY FUN DAY

2025

VENDOR BOOTH SET-UP INSTRUCTIONS

Event Details:

Sunday, October 19th

12:00 - 3:00PM

East Bridgewater Town Commons

VENDOR BOOTH CHECKLIST:

- ☐ 10X10 EZ-UP
- ☐ TENT STAKES / SAND WEIGHTS
- ☐ TABLE CLOTH (1 TABLE PROVIDED)
- ☐ EXTRA CHAIRS (2 CHAIRS PROVIDED)
- ☐ PROMOTIONAL / MERCH. ITEMS
- ☐ FREE SWAG / GIVEAWAYS
- ☐ RAFFLE / SILENT AUCTION ITEM
- ☐ DECORATED PUMPKIN FOR CONTEST

SET-UP:

**10:30-
11:45 AM**

In Designated Unload Area

BREAKDOWN:

**3:00 -
3:45 PM**

QUESTIONS:

CONTACT:

Danielle Veneau

President, EBBA

781.630.1752

Daniellevenneau@kw.com

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**EVENT
INFO**

VENDOR REQUIREMENTS:

- **Vendor Spaces:** 10x10 and are open to all businesses & non-profit organizations that are based in East Bridgewater. Each booth will be provided 1 table and 2 chairs.
- **Vendor must bring their own:** 10x10 EZ Up / tent, tablecloths, additional chairs / tables or other supplies needed. Expo is held on the Town Commons, so please plan accordingly by bringing sandbags, shade tents, etc. We strongly suggest bringing a wagon / beach cart if you have multiple items to load.
- **Damages:** Please fully secure your tent and belongings. You will be solely responsible for any wind / accident damage that occurs as a result of your items being unsecured.
- **Cars** are not allowed on the Town Commons for load in and load out.
- **Weather: This event is rain or shine! EB JR/SR High School Gym is our rain location.**
- **Raffle Item / Auction Item:** Please provide 1 raffle item (retail value \$25+) OR 1 silent auction item (retail value \$150+) one week prior to event. Vendor Raffle / Auction will benefit EBBA Scholarship Fund.
- **Pumpkin Contest:** Bring a decorated pumpkin for our Pumpkin Contest & Scavenger Hunt.
- **Failure to abide by these rules will result in vendor being asked to leave without refund.**
- **Agreement and Waiver of Liability/Hold Harmless:** I have read all of the instructions and restrictions posted on the EBBA website. I agree to indemnify & hold harmless the EBBA, Town of East Bridgewater & any of its workers/volunteers against all claims, actions, demands or causes of action that may arise out of my participation in EBBA Expo. I assume liability for any loss and/or damage to my property before, during or after EBBA Expo. I understand that I am responsible to bring any materials that I will need for the vendor fair and that I am being provided with space only. By completing the application below, I acknowledge event rules & this Waiver of Liability / Hold Harmless.

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**SET-UP
INFO**

SET-UP/BREAKDOWN Requirements:

- Failure to abide by these rules will result in vendor being asked to leave without refund.
- **LOAD IN / SET - UP:** Begins at 10:45am day of the event. Your booth space will be assigned then.
- **Please arrive early:** All vendors must be on site, and ready for visitors prior to 11:45am.
- **Late arrivals:** after 11:45am will not be permitted without EBBA approval.
- **Due to safety issues, please arrive early.**
- **LOAD OUT / BREAKDOWN:** Vendors will not be permitted to leave before 3pm. Due to safety, cleanup must be complete by 3:45.
- Vendors are responsible for removing all trash from their area.
- **Please be courteous.** Anyone causing a disturbance with event staff, other vendors or customers will be removed from the festival without refund. **No pets please!**

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SALE/ PROMO ITEM Requirements:

- **FOOD:** If your business has not already been approved to supply food by the East Bridgewater Board of Health, please contact Sandra Abban sabban@eastbridgewaterma.gov. All vendors providing food must be approved by the EB BOH before registering for this event.
- **Marketing Materials:** Vendors are encouraged to distribute marketing materials as well as promotional materials with logos such as pens, cups, tshirts, swag bags
- **Free / Promotional / Sale Items:** All items must pertain to and be relevant the business that registered to the event. Businesses cannot share tent space unless they are solely owned by the same person.
- **Sale Items:** Vendors are encouraged to sell merchandise, book appointments, and / or provide services. All vendors are responsible for their own MA sales tax requirement.
- **Not Allowed:** Toy guns, weapons, silly string, confetti and other materials that will create large amounts of waste or create flashes or bangs at the event.
- **Not Allowed:** No vendor is permitted to sell or serve any illegal or unapproved item or substance.
- Failure to abide by these rules will result in vendor being asked to leave without refund.