



# NONPROFIT ORGANIZATION EVENT DAY INSTRUCTIONS & LOGISTICS

**Public safety is our highest priority! Please read ALL instructions carefully...**

## ◆ Event Date & Time

- ◆ Saturday, June 1, 2019, 1:00pm - 7:00pm
- ◆ Event will be held rain or shine

## ◆ Address & Check-In Location

- ◆ Norwell Town Center. For GPS: 673 Main Street, Norwell MA
- ◆ Please check-in at the **intersection of Main, Central, & River Street** where you will be greeted
- ◆ Town center traffic flow will be **one-way, eastbound only**. Event detours will be in operation

## ◆ Arrival Time, Vehicle Access, & Set-Up

- ◆ **Arrival time for set-up is between 10:00am - 11:30am ONLY. NO other times permitted - thank you!**
- ◆ Vehicle access to event area will close promptly at 11:30am
- ◆ **NO vehicle access will be allowed into event area without 'V' sign displayed inside vehicle windshield**
- ◆ **Please print 'V' sign and write your organization name & cell # CLEARLY in BOLD PRINT where indicated**
- ◆ Upon check-in, NPO's will be directed to an assigned booth location denoted by **Section Letter & Number**
- ◆ Booth locations have been approved by the Norwell Police Dept., and cannot be changed
- ◆ **Vehicle unloading time will be limited to 15 minutes ONLY. A drop & park system will be enforced**
- ◆ Event volunteers will be on hand to assist with unloading to facilitate a quick process
- ◆ **All vehicles must be removed from event area by 12:00pm at very latest to designated parking lots**
- ◆ Please be set-up & ready by 12:30pm for Norwell Summer Fest opening at 1:00pm
- ◆ Volunteers will be very happy to assist with tent set-up, merchandise unpacking, etc.

## ◆ Parking

- ◆ **ONLY ONE assigned parking space/NPO has been reserved in the immediate event area parking lots**
- ◆ Additional vehicles will be directed to satellite lots
- ◆ Parking lots are all within either walking distance/short shuttle bus ride back to main event area
- ◆ Please inform volunteer of any mobility parking/transportation needs
- ◆ Please leave your 'V' windshield sign displayed clearly inside your vehicle for duration of event parking

## ◆ Booth/Tent Information

- ◆ Booth space allocation is 10 feet x 10 feet/NPO
- ◆ NPO's to provide all own booth & display equipment, e.g., tent & weights, tables, chairs, etc.
- ◆ Electricity will not be available. **NO** generators please.
- ◆ **IMPORTANT - Tents MUST be weighted for SAFETY.** No tent stakes - event will be held on paved street
- ◆ Event area is on uneven surface/slight incline. Please bring table leveling blocks/shims
- ◆ Booths must be manned at all times throughout event
- ◆ Volunteers will be available during event to relieve NPO staff for very brief break periods as necessary
- ◆ NPO's leaving booths do so at their own risk
- ◆ Event organizers cannot be held responsible for any NPO's merchandise or equipment

- ◆ **Pack-Up - From End of Event ONLY at 7:00pm**
  - ◆ Pack-up is not permitted before 7:00pm when event closes
  - ◆ **Please break-down booth display & tent and move to sidewalk/curbside BEFORE retrieving your vehicle**
  - ◆ Vehicles may be driven to booth location for re-loading purposes **commencing 7:15pm**
  - ◆ **Traffic flow remains one-way - eastbound only**
  - ◆ Please seek help from volunteers to assist with pack-up/vehicle loading should you require it
  - ◆ **Pack-up must be completed by 8:00pm** when Main Street will re-open to all through traffic
  
- ◆ **Trash Disposal**
  - ◆ NPO's to haul away own generated trash please - thank you!
  
- ◆ **MA Sales Tax - If Applicable**
  - ◆ NPO's are responsible for collecting and paying any applicable sales tax on sales made at Norwell Summer Fest
  
- ◆ **Contact Information**
  - ◆ Questions: please email [norwellsummerfest@gmail.com](mailto:norwellsummerfest@gmail.com)
  - ◆ Help/questions on **event day only**, please text/call **Reiko** at **781-361-1655**, or **Kristen** at **617-285-8715**

#### Event Day Timetable:

Time	Action	Important to Note
10:00am - 11:30am	Arrival	No other times please, and thank you!
15 minutes	Vehicle unloading time	Drop & park system will be enforced
11:30am	Vehicle access to event area closes	Police will seal-off event area to all vehicles
By 12:00pm	ALL vehicles to be removed from event area	See volunteer for directions to designated parking lot
By 12:30pm	Booth set-up to be completed	Running behind? Seek help of a volunteer
1:00pm	Norwell Summer Fest OPENS!	Hooray! 😊
7:00pm	Event closes. Pack-up permitted	Pack to curbside BEFORE retrieving vehicle please
7:15pm	Vehicles permitted into event area for loading	One-way traffic - eastbound only
By 8:00pm	Pack-up to be completed. Main St. re-opens	Thank you NPO!

We are very excited to welcome you to Norwell Summer Fest, and we thank you for your participation. We look forward to a successful, fun, and safe day for all!

#### Norwell Summer Fest Event Organizers