

CACHE in Medford's Circle the Square
Thursday, June 15, 2017 - 3:30-7:30 pm
Business/Organization Vendor Application

Please email your completed application to circlethesquaremedford@gmail.com by May 31, 2017. Space is limited, and vendors will be accepted on a first come, first served basis.

Promote your business or organization at Circle the Square, a free event for all ages that features live music, public art, food, and activities for all.

There is no fee to participate. However, we require that all participating businesses and organizations provide an activity to engage and entertain the public, such as a craft or game. Our theme for the event will be "Building Medford's Future" and you may, but are not required to, use the theme to inspire your activity. Feel free to contact us to discuss ideas for activities.

Business/Organization Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email address: _____

Website and/or Facebook Page: _____

Description of Activity: _____

By signing below you agree to the following terms:

- Event runs from 3:30-7:30 p.m. Set-up starts at 2:00 p.m. Vendors should be completely set-up by the start of the event at 3:30 p.m.
- Each vendor space is a maximum of 10' x 10' (vendors must provide their own tables, chairs and tents).
- We will send you an email by Tuesday, June 13 letting you know the location of your space.
- Vendors should not begin to pack up their area until the conclusion of the event at 7:30 p.m.
- Vendors will be responsible for cleaning the area they occupied prior to leaving.
- We are not able to provide electricity for vendor tables.
- On arrival, please unload your vehicle immediately and move it to the designated parking lot. We will have volunteers available to assist you with unloading.
- To avoid ticketing, all vendors must display the Circle the Square parking placard on their windshield and park in the municipal lot on the corner of Clippership Drive and Riverside Avenue. CACHE in Medford, Inc. and Circle the Square will not be responsible for any parking fines incurred as a result of a vendor's failure to display the parking placard and park in the designated parking lot.

Signature

Date

Questions? Please contact Laurel Siegel at circlethesquaremedford@gmail.com 781-393-4950