



STEERING COMMITTEE: JAY BALL • TIM COLLINS • JOHN CRISAFULLI • AARON FRIEDMAN
DAN KEEFE • BRIAN LAUZON • JON MARSHALL • DEB SAYRE • BRUCE WEISBERG • JIM WHITE

PROCEDURAL GUIDELINES FOR NATICK DAYS EVENT

TIME, PLACE & RAIN DATE

- Natick Days is scheduled for Saturday, September 10 from 10:00 am - 3:00 pm on Natick Common. If necessary the *Rain Date* will be: Sunday, September 11 from 1:00 - 5:00 pm on the Common. In doubt regarding event status, call 508-647-6530 after 7:00 am.

GENERAL

- An **Event Planning Form** can be **completed on-line**. Read it carefully before agreeing, as this document will serve as a **contract** between your organization and the Natick Days Committee. It must be completed by **July 1**, after which the Committee at its sole discretion may approve any changes. Groups have the option to request changes within the items submitted between July 1 - August 1. There are to be no changes after this point.
- The Natick Days Committee will advise you if you are required to provide a **Certificate of Insurance** naming the Town of Natick, Natick Center Assoc. and the Natick Days Committee as additional insured; if so, you must submit no later than September 1.
- You will be provided with a **space approximately 10' wide x 15' deep**. If your activity requires more space, you must indicate that need on the Event Planning Form. Space usage will be strictly enforced.
- You will be provided with **one 6' - 8' table**. If you require additional tables, you must indicate that need on the Event Planning Form.
- You must **bring your own chairs**. None will be provided.
- You must indicate any need for **electricity** on the Event Planning Form. Late requests cannot be honored. We have limited power, therefore, any request for power for DVD and Computers will be denied.
- **Amplification systems** of any kind are **prohibited** unless provided by or approved by the Natick Days Committee.
- You will be provided with a standard **Natick Days sign** indicating the name of your group, your activity and your pricing. Failure to specify activities and/or pricing prior to August 1 will result in a blank sign. Any additional signage must be attached or mounted to the table; freestanding signs are prohibited.
- A **ticket system** (1 ticket = 25¢) will be used by groups that sponsor games, activities, and rides. Tickets are to be counted out by each group at the end of the day and brought to designated Committee member at the gazebo. Checks will be issued to each group within 2 weeks. **Please cash these checks within a 60-day period. Stop payments will be issued on all checks not cashed within this 60-day period and no re-issuing of checks will occur.**
- Food and merchandise will be sold for either **cash or tickets**.
- All participants must take tickets. You must provide your own change and cashbox if you are planning to accept cash.
- If planning to sell "prepared" **food**, you must obtain a permit from the Natick Board of Health prior to September 1.

DAY OF EVENT

- **Booth setup** starts at 8:00 am (11:00 am on rain date). If you have a large volume of goods and supplies to be sold, please plan on starting earlier. If planning to arrive after the start of the event, you will need to coordinate with Committee.
- **Cars**, trailers, etc. **must be moved** from the Common to the Route 135 parking lot behind the Police/Fire station by 9:45 am (rain date time is 12:45 pm).
- Your **booth must be manned** at all times. Natick Days Committee takes no responsibility if it is not.
- **Raffle** winners will be announced at your table, not from the gazebo. Winners should be announced no later than 2:30 pm.
- There is limited **shade**. Pop-up tents are allowed as long as you remain within your allocated space. Proper securing of tents is required - we suggest tent weights as staked tents are prohibited.
- All solicitations are to take place only at your table. All literature must remain at your table, and must pertain only to your group. Literature, signage and displays must be in good taste and appropriate for a family event.

Thank you for participating in Natick Days. Please feel free to call 508-647-6530 if you have any questions.

Think SUN!!

(Natick Days Guidelines Revised 3/11/16)