

## M.E.M.O.

Medfield Employers and Merchants Organization, Inc.  
PO Box 6, Medfield, MA 02052  
[www.medfield-memo.org](http://www.medfield-memo.org)

## Medfield Day 2009

Saturday, September 26, 2009

SEVERE WEATHER DATE: Saturday, October 3, 2009

### Exhibitor Information

When: Saturday, September 26, 2009 - **RAIN OR SHINE**  
**Severe Weather Date:** Saturday, October 3, 2009.

Where: North Street — Around Meeting House Pond

Set Up Time: 7:00 a.m. to 8:30 a.m.

Exhibit Hours: 9:00 a.m. to 3:00 p.m. Booths are to be ready and open for the public at 9:00 a.m. sharp. Booths SHOULD NOT be closed to the public before 3:00 p.m. Exhibitors who open after 9 a.m., close prior to 3:00 p.m., or are “no shows” may be prohibited from registering for a booth next year. Booths must be closed by 3:00 p.m. sharp, however, in order for ground cleaning operations to begin. Please cooperate in the orderly and prompt dismantling of your booth. It is each Exhibitor’s responsibility to police and clean the grounds surrounding the Exhibitor’s booth and on which the Exhibitor’s booth was located.

Exhibitor Vehicles: You will be allowed to drive your vehicle to your booth location to DROP OFF items for set up. **NO VEHICLES WILL BE PERMITTED ON THE GROUNDS AFTER 8:30 A.M.**  
**NO VEHICLES WILL BE ALLOWED IN KIDS ALLEY AT ANY TIME DURING SET UP.**  
Items for set up at Kids Alley may be dropped off at the entrance to Kids Alley.  
**VIOLATORS WILL BE TOWED AT THE OWNER’S EXPENSE.**

Parking: Exhibitors and the public may park their vehicles in the Montrose School Parking Lot located off of and accessed by Brook Street. Please respect Montrose’s property by not parking on their athletic field grass. Also, please do not park in the Post Office parking lot.

Street Closings: Portions of North Street, Frairy Street and Upham Road, surrounding Meeting House Pond, will be closed from 8:30 a.m. to 3:00 p.m.

Booth Selection: The Grounds and Booths Diagram provides a layout of the Medfield Day grounds, including activity areas and booth locations. Each booth is assigned a number for reference. **Please consult the Grounds and Booths Diagram before registering for your booth. Booth registration fees are non-refundable. Booth location cannot be changed after registration is complete except in extraordinary circumstances at the sole discretion of MEMO.**

Booths: Booth plots measure approximately 10' by 10', except for the Food Court booths which are approximately 10' deep x 15' wide. Any aspect of any booth (including, but not limited to booth content, items sold/displayed, activity, decoration or purpose) is subject to approval by MEMO. MEMO reserves the right to refuse to register a booth, or to limit or terminate an Exhibitor’s participation in Medfield Day because of concerns relating to any aspect of the booth, the Exhibitor or persons associated with the Exhibitor. Each Exhibitor is responsible to ensure that booth and booth activity comply with all Town of Medfield policies and regulations.

You Provide: Tents, tables, chairs, electric cords and all other booth materials.

**Electricity:** Electric service of 20 amp 130 volt rated with ground fault protection will be available within 100 feet of the booths identified as Electrical Booths on the Grounds and Booths Diagram. Each Exhibitor must provide his/her own electrical cord(s), one for each appliance. Each cord must be at least 12 gauge 3 wire with factory made ends, grounded ends need to be intact for proper grounding. All safety precautions must be observed. For further information, contact Chief William Kingsbury at 508-359-2323. Failure to comply with this requirement may result in termination of your access to electricity.

**Food and Beverages:** All Exhibitors planning to sell or distribute food or beverages must provide detailed information on their registration form. Also see: **Special Notice for Food and Beverages**

**Exclusivity:** MEMO does not promise or guarantee any Exhibitor the exclusive right to sell, display, demonstrate, distribute or otherwise present any item or product. However, MEMO reserves the right to limit or restrict the type of food and/or beverage sold or distributed by Exhibitors to ensure that a variety of foods and beverages are made available in sufficient quantities, and to avoid competition among Exhibitors.

**Helium Tanks:** Exhibitors using helium tanks must comply with Town of Medfield Fire Department Rules and Policies (which must be obtained from that Department) regarding the use of helium tanks, including securing the tank to an approved helium tank stand or to a solid, existing, fixed structure.

**Booth Awards:** MEMO gives awards to Exhibitors for: Best Overall, Most Educational and Informative, and Most Artistic. Winners are announced at the stage at the conclusion of Medfield Day. The winner of the "Best Overall" category receives a plaque and free Medfield Day booth registration for the following year.

**MEMO Booth:** The MEMO Booth is the Medfield Day nerve center for information and Lost & Found. Also, the MEMO Scholarship Raffle and Silent Auction items are located at the MEMO Booth.

**Rescheduling Policy:** Medfield Day is a rain or shine event. However, in the instance of SEVERE WEATHER, unforeseeable circumstances, or acts of God, Medfield Day may be rescheduled to **Saturday, October 3<sup>rd</sup>**. SEVERE WEATHER means extreme weather conditions, to be determined at the sole discretion of MEMO. MEMO will monitor local weather reports **Friday, September 25<sup>th</sup>** (or **Friday, October 2<sup>nd</sup>** if postponed already) and will make a decision by **4:00 pm** that day whether a postponement is appropriate. If the decision is to postpone, all Exhibitors will be called at the telephone number provided in their Registration Forms, and an announcement will be posted on MEMO's website [www.medfield-memo.org](http://www.medfield-memo.org). In our 29 year history, Medfield Day has been postponed twice in recent years, so this shows that it can happen. If Medfield Day does not occur on either of these dates, MEMO reserves the right to, and may, either **reschedule or cancel** the event in it's sole discretion. **Registration fees in all cases are non-refundable.**

**General Restrictions:** Only foot traffic will be allowed on the grounds. No roller blades, in line skates, "razor" scooters, skateboards, bicycles or similar items will be allowed on the grounds. All pets must be under owner control. Dogs must be leashed. No alcoholic beverages are allowed. Silly String, shaving cream, toy weapons (such as guns, knives, swords, projectiles) and other objectionable materials are not to be brought onto the grounds or sold or made available. Prohibited items may be confiscated.

**Additional Terms:** MEMO reserves the right to impose other terms and conditions to protect health, safety and welfare as MEMO in its sole discretion sees fit. All Exhibitors will be subject to those additional terms and conditions, if any. MEMO may restrict or terminate an Exhibitor's participation in Medfield Day (this year or in the future) for failure to comply with any of the Medfield Day terms and conditions, including those not listed here and implemented for public health, safety and welfare.

MEMO Disclaimer: The Medfield Employers and Merchants Organization, Inc. (MEMO) assumes no liability of any kind for personal injury to an Exhibitor and/or persons/entities associated with the Exhibitor or persons injured by the Exhibitor's conduct of any kind. MEMO assumes no liability of any kind for damage to property or loss resulting from damage to property, including any property of the Exhibitor, any persons associated with the Exhibitor, or any persons whose property is damaged by the Exhibitor. Property is deemed to include intangible and intellectual property. The Exhibitor acknowledges that s/he has the authority to bind all persons or entities affiliated with the Exhibitor and that all such persons agree to hold MEMO harmless from, and to indemnify MEMO for, any and all liability occasioned by the operation of any booth by said Exhibitor or his or her agents.

Contacts: Medfield Day Registration: Cheryl O'Donnell 508-359-7366 [cheryl.odonnell@rocklandtrust.com](mailto:cheryl.odonnell@rocklandtrust.com)  
Medfield Day Chair: Russ Hallisey 508-359-1899 [hallisey.law@verizon.net](mailto:hallisey.law@verizon.net)