

M.E.M.O.

Medfield Employers and Merchants Organization, Inc.
PO Box 6, Medfield, MA 02052
www.medfield-memo.org

May 2010

Dear Medfield Day Exhibitor:

Medfield Day 2010 fast approaches. Mark your calendar for **Saturday, September 25, 2010!**

This year's Theme is "**MEMORies of Medfield**", focusing on **historic and/or memorable events, structures, people, organizations of Medfield**. The Best Decorated Booth Award will be given to the Booth judged by MEMO as best representing the Theme in set up or decorating.

On our website (www.medfield-memo.org) you will find:

1. Booth Registration Form
 - **Complete on-line**
 - **You will receive an e-mail confirmation**
 - **Then deliver your e-mail confirmation and payment to Cheryl O'Donnell**

***** Note – Registration is not guaranteed until payment is received. Booths not paid for within 30 days of registration will be released for availability to other Exhibitors.*****

2. Exhibitors' Information
3. Special Notice for Food and Beverages
4. Grounds and Booths Diagram
5. Roster of 2009 Exhibitors (for information purposes)

Please review these materials prior to completing your registration.

Registration.

1. **From now through June 15th** – Those who were Exhibitors in 2009 can reserve their 2009 booth for this year's event. In the alternative, they can request another booth. If as of June 15th the other booth is available due to last year's Exhibitor not reserving that booth, that booth will be given to the Exhibitor first registering (**including payment of registration fee**) and requesting it. If the other requested booth is not available, then the requesting Exhibitor's booth from last year will be assigned to that Exhibitor.
2. **From June 16th through June 30th** - Remaining 2009 Exhibitors and MEMO members who are current with their dues can reserve a booth on a first come first served basis.
3. **On July 1st** - Registration will be opened to all on a first come first served basis.
4. **Ends September 17th** (except at MEMO's discretion).

Booth registration will be handled by Cheryl O'Donnell, Manager, Rockland Trust, 76 North Street, Medfield, MA 02052 – tel 508-359-7366 – cheryl.odonnell@rocklandtrust.com

You may deliver your e-mail confirmation with payment to Cheryl O'Donnell or mail it to

MEMO, PO Box 6, Medfield, MA 02052.

Food/Beverage Booths.

1. Exhibitors who are registering for the **first time** to sell or distribute food or beverages.

Must obtain the Town of Medfield Board of Health Medfield Day Information Package.

2. All Exhibitors who will be selling or distributing food or beverages.

Must complete the **Food and Beverages Information** section of the Registration Form. Your registration will not be processed without it.

Must review the **Special Notice for Food and Beverages.**

THE MEDFIELD BOARD OF HEALTH INSPECTOR WILL BE INSPECTING ALL BOOTHS HANDLING FOOD OR BEVERAGES AT MEDFIELD DAY, AND MAY SHUT DOWN THE FOOD OR BEVERAGE OPERATION OF ANY BOOTH THEY DETERMINE NOT TO BE IN COMPLIANCE.

Weather.

Please note that Medfield Day is scheduled for **Saturday, September 25, 2010 - rain or shine.**

However, in the event of **severe weather or other catastrophe**, MEMO, in its sole discretion, reserves the right to, and may, postpone Medfield Day to **Saturday, October 2nd.**

MEMO will monitor the local weather reports **Friday, September 24th** (or **Friday, October 1st** 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 Form, and an announcement will be posted on MEMO's website www.medfield-memo.org.

In our 30 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.

Booth registration fees are non-refundable in all cases, including the postponement or cancellation of Medfield Day.

We look forward to your participation again this year, which will help to make this event another successful, not to be missed day, for our Exhibitors and all who attend.

Russ Hallisey, Chairman, MEDFIELD DAY 2010
508-359-1899 – russ.hallisey@verizon.net