

Northampton Community Tag Sale & Swap Meet: Saturday October 5, 2019

Name _____ Date _____

Email address _____ Daytime phone _____

Mailing address _____ Zip _____

I have read and understand the guidelines below. I also understand that the Northampton Department of Public Works and their representatives are not responsible for or liable for damages including, but not limited to, loss suffered before, during, or after the Community Tag Sale & Swap Meet as a result of my participation as a vendor. I understand that I must contain my setup within the two parking spaces provided, and that I must remove all items and materials no later than 1:00pm, leaving the site clear and clean. I understand that all items displayed must be family appropriate.

Signature: _____ Date: _____

Please include a \$15.00 registration fee (Cash or check payable to the City of Northampton, with "ReUse Tag Sale" in memo section).

Welcome! You will receive a registration confirmation via email. Please read the following information carefully as it contains important and time-sensitive information. We look forward to seeing you on Saturday, 10/5/2019 between 7:30-8:30am. The rain date is one week later on Saturday, 10/12/2019.

Please note that the intent of this event is to: 1) promote further use of used merchandise; and 2) provide tag sale access to individuals who find it difficult to hold tag sales at their home and lack alternatives. It is not intended for professional resellers or the sale of new merchandise. Participants who fall outside of the intended audience may be assigned to a special section of the parking lot.

SIGN-UP

- A non-refundable \$15 registration fee (cash or check) must be received by the DPW **no later than** Wednesday, 10/2/2019. Make checks payable to "City of Northampton" and mail or deliver with your registration form to the DPW (Attn: Tag Sale, Northampton DPW, 125 Locust Street, Northampton, MA 01060) by 4:30 on 10/2/2019.
- On Thursday 10/3/2019, all reserved spaces lacking deposits will be released to wait-listed vendors on a first-come, first-served basis.
- If we experience severe weather on 10/5/2019, the event will be held the following Saturday (10/12/19).

SET-UP

- Each participant will receive two parking spaces in the back lot at Smith Vocational High School (80 Locust Street): one for a vehicle and one for tag sale set-up. All items for sale must fit in your allotted spaces.
- Set-up will begin Saturday morning at 7:30am. PLEASE DO NOT ARRIVE EARLY. For pedestrian & vendor safety, all vehicles must be checked in & parked by 8:30am. Vendors who have not arrived by 8:30am will be considered "no-shows" and will not be allowed to participate. Please note that parking lot access roads will be blocked from 7:30am-9:00am to discourage early birds.
- If you would like to be next to another vendor, plan to arrive at the same time so you may set up in adjacent parking spaces. No spaces can be reserved...no exceptions!
- Participants must be set-up & ready to go by 8:45am. The sale has been advertised to begin at 9:00am and early birds are discouraged, but they are tenacious and inventive.

Continued on reverse

SET-UP (continued)

- Vendors may not sell food or beverages. Of course, feel free to bring refreshments for you and your team.
- *Vehicles parked in the sale area must remain until the end of the event.* If there is an emergency and you need to vacate your spot, please advise the staff so we can help you to leave safely. In consideration of pedestrian & vendor safety, no vehicles will be allowed to drive through the sales area during the event.
- In cases of exceedingly poor weather you will receive email notice of postponement by 6am Saturday morning. A notice will also be posted on-line (www.northamptonma.gov/reduce-waste). We will make every attempt to notify you as early as possible, but weather is unpredictable and (because of advance advertising) we are loathe to postpone until it is clear that rain will be heavy or sustained.

PARTICIPANT RESPONSIBILITIES

- Participants are responsible for unloading/loading vehicles and set up of individual spaces. ***We do not provide tables, chairs or tents for this event; please bring your own.***
- Participants are responsible for their own item pricing, cash boxes, collection of money, etc. We recommend that you bring plenty of small bills and change, spare (used) shopping bags for purchases, and a helper or two to staff the booth.
- Items for sale must be suitable for a family-friendly audience. We retain the right to ask you to remove items deemed inappropriate or offensive.
- Your space/vehicle must be supervised at all times. The Northampton DPW is not responsible for any lost, stolen or damaged items/vehicles.
- No items may be left on the premises at the end of the sale. In the past we were able to arrange for a Salvation Army truck to collect donations after the event, but that service is no longer available, and in an attempt to keep event costs down, no trash service is provided. ***Be prepared to load all of your material back into your vehicle promptly in order to completely vacate the parking lot by 1pm.***
- All participants are required to sign the statement at the top of page one of this document and submit it to a DPW representative before the event.
- Because our goal is to keep material out of the landfill, we encourage you to include a "Free" box or section in your space (nothing sells like free!).

If you have questions, please contact Deb at 413-587-1570, ext. 4306 or dlaizer@northamptonma.gov or Susan at 413-587-1059 or swaite@northamptonma.gov

On Saturday morning check in with event organizers after 7:30 am & follow the parking lot entry (red)/exit (blue) pattern shown at right.

