



2022 VENDOR SET-UP INSTRUCTIONS

Thank you for your participation in the Hanover Cultural Council's Hanover Day! Instructions on set up times, directions and parking location are listed below. Booth locations will be given to you when you arrive as changes are often made due to additional vendors being added prior to the event. Please contact hanoverdayvendor@gmail.com if you have further questions or concerns.

The location for craft booths and civic tables is on Sylvester Field (also called B. Everett Hall Field). The entrance to the field is at Center Elementary School, 65 Silver Street, Hanover, MA 02339.

Set Up & Break Down Times/Locations:

The vendor fair begins at 10am and ends at 4pm. Vendors and civic groups may arrive between 7:00am and 9:30am to set up their booths. **No admittance prior to 7:00am. You must check in prior to 9:30am as police will be closing the main entrance to car traffic at that point.** Please check in with the Cultural Council representatives at the Center Elementary School entrance to get your booth number. You will be able to pull onto the main field for a brief time while you are unloading your items but you must move your car to the designated parking lot after you unload. Please be courteous to others and unload as quickly as possible as there is limited parking in this area and many groups will be trying to set up at the same time.

Break down begins at 4pm. **No break down of vendor booths is permitted prior to 4pm for safety reasons. Due to the carnival, which will continue operation after 4pm, we will not be able to allow cars on the field for load out because of safety concerns.** You will pack up your merchandise, bring to the edge of the field with help from volunteers, and then be shuttled to the parking area to retrieve your car. There will be volunteers to watch your items while you retrieve your car. You will then be let back into the main parking lot to pick up your merchandise. Please do not enter main parking lot to retrieve your items until they are at the edge of the field. Again, please be courteous to others so we may facilitate the breakdown as quickly as possible. We appreciate everyone's cooperation.

Parking:

Vendor parking will be at Briggs Stables, entrance is located on Main Street, which is located within a short distance to the main field. You will receive directions to the parking area when you arrive at the field. Vendor vehicles will not be allowed to remain in the main field parking lot unless you need handicap accessible parking. We will provide limited shuttle service to and from the main field for vendors.

Food:

There will be food items sold at the event throughout the day beginning at 10am from a variety of vendors.

Evening Events:

We invite you to return for the evening festivities which begin at 6pm with live music, food, carnival and fireworks beginning at 9:00pm.

Directions:

Take Rte. 93 to Route 3 South (towards Cape Cod). Take Exit 13 off Rte. 3 South. Bear right at the lights at the end of the exit and proceed onto Route 53 South. You will pass the Hanover Mall on your left. Continue on Rte. 53 for approximately 3 miles (you will pass through 3 lights). After you see Shaw's Supermarket on your right you will see a sign for Rte. 139 W (Hanover Center/Brockton). Bear right onto Rte. 139 and travel 1 mile. Sylvester Field will be on your right hand side. Pass Sylvester Field, turn right onto Main Street and then right onto Silver Street. Center Elementary (the entrance to the vendor booths) will be on your right.