

Hebron Parks and Recreation  
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## 2026 Hebron Parks and Recreation Vendor Contract

### Guidelines and Rules for Participation

Vendors are guaranteed a spot for each market or event they have registered for. Please alert the Hebron Parks and Recreation Department of any planned absences so that adjustments (i.e., increasing allowable space, booth layout) may be made in a timely manner. Vendors must contact the Recreation Department by 3:00 pm. on the Wednesday prior to the event to be eligible for participation. \* An application must be submitted to the Hebron Parks and Recreation Department, and APPROVED, prior to the event for participation. In sum, if a vendor plans to “walk on” and does not contact the Hebron Parks and Recreation office by the aforementioned time, you will not be permitted to participate in the event.

All items and services for sale must be family-friendly and appropriate for all ages. Hebron Parks and Recreation reserves the right to prohibit a vendor’s participation if they find the organization, items, or activities to be inappropriate.

*\*Hebron Parks and Recreation holds the exclusive right to make exceptions to the participation criteria and will do so in the best interest of all participants.*

### Booth Arrangements

Booth assignments are made by the Hebron Parks and Recreation Department based on the following criteria:

1. Available space
2. Number of spaces needed

**Please note: The Parks and Recreation Department does not provide tables, awnings, tents, or tent weights for vendors. All vendors who wish to erect canopies (including umbrellas) on the site during a normal period of operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground with weights from the time their canopy is put up, to the time it is taken down. Any vendor who fails to properly weigh his or her canopy will not be allowed to sell at the market on that market day unless that vendor chooses to take down and stow their canopy and sell without it.**

### **Permits, licenses, and Insurance**

All vendors shall provide at the time of application current copies of any permits, insurance, and licenses applicable to the scale of their products. All prepared foods and baked goods vendors must have a current Chatham Health District and applicable operating permits.

### **Punctuality**

The hours of the event are 10:00 a.m. to 2:00 p.m. at both Veterans Park and St Peters Field. Vendor set up time begins at 8:30 a.m. (and not prior). Vendors must vacate the site by 2:30 pm.

Set up and break down instructions for all other events will be emailed to vendors prior to the event. Please leave ample time for set up and breakdown, especially considering weather variances and the occasional need to reconfigure the vendor layout.

### **Cleanup**

Vendors are required to clean up after themselves and to provide receptacles for garbage from customers. Vendor space must be maintained in a clean, safe, and sanitary manner. Vendors are responsible for taking with you any trash or garbage that is generated in or around your booth and sweeping up any product debris left on the ground.

### **Space**

Booth space is considered a 10'x10' area unless permission is granted otherwise. The vendor sales area must not extend beyond the allotted boundaries of the booth space. Avoid blocking neighboring booths with large signs etc.