



Exhibitor Move-In /Move-Out Times & Instructions

Please read these instructions carefully as they contain very important information, which changes from year to year.

**Plymouth Waterfront Festival
Saturday, August 26, 2023 (10:00 a.m. - 6:00 p.m.)**

Please note: The exhibitor parking lot is located 1 mile from festival grounds at Plymouth North High School. Transportation will be provided to the Festival Grounds from the High School from 7:00 a.m. – 10:00 a.m. and from Festival Grounds to the High School from 6:00 p.m. – 8:00 p.m. If you are unable to catch the last bus to retrieve your car, you are responsible for your own transportation. The last bus will leave at 7:45 p.m. from the Waterfront.

New this year: A bus will be shuttling between the parking lot and the festival grounds for exhibitors throughout the day. The shuttle will be running back and forth every 10 minutes.

Exhibitor Move-In: Saturday, August 26, 2023 from 6:30 a.m. - 9:30 a.m.

Exhibitors can empty their vehicles and then move their vehicle to the parking lot located **at Plymouth North High School**. Cars cannot be parked on the festival grounds (Water Street or adjacent streets) for any length of time, cars must be unloaded and then moved.

Early Move-In is not permitted. No exceptions!

Exhibitor Move-Out: Saturday, August 26, 2023 from 6:00 p.m. – 8:00 p.m.

Transportation to your vehicles at the Exhibitor Parking lot is provided, school buses will be stationed at the Corner of Union & Water Street and bring exhibitors to the Parking lot located at Plymouth North High School. This is the same location you were dropped off at in the morning. Once you retrieve your vehicle, we ask that if your booth is located North of Plymouth Rock to you will be asked to go down Plymouth Center, Downtown and take a right on North Street, to your booth location. Booths located South of Plymouth Rock will take a right down Water Street and All other booths will be directed through Water Street.

Exhibitors must breakdown their booth and then retrieve their cars at the parking lot. Cars cannot be parked on the grounds for any extended length of time.

- Exhibitors must completely breakdown their booth space at the end of the day. No items can be left behind!
- If an exhibitor is not out of the festival grounds by 8:00 p.m., you will be fined \$150 for every half hour after 8:00 p.m.



Exhibitor Check-In & Move-In Directions:

Exhibitor Check-In is located at the corner of **Water Street & Brewster Street** on the Plymouth Waterfront.

- At Check-In only **ONE Vehicle** per vendor is allowed into the festival premises at a time. If you have more than one vehicle, you must unload and provide the additional vehicle with the parking pass to be allowed onto festival premises. There will be **NO EXCEPTIONS**.
- At Check-In all exhibitors will be given **ONE Exhibitor Parking Pass** which allows you access to the Exhibitor Only Parking Lot. This pass must be placed on the dashboard of your vehicle. *Replacement passes will not be given.*
- At Check-In exhibitors will receive directions to the Exhibitor Only Parking Lot at Plymouth North High School located at 44 Nook Road, Plymouth.
- All Exhibitors will be allowed to unload their merchandise/supplies at their designated space during move-in and then move their vehicle to the exhibitor parking lot **BEFORE** setting up their space.
- There will be volunteers throughout the festival grounds during both move-in and move-out to help with finding booth numbers and keep traffic moving.

Exhibitor Parking:

Please note for those of you who have participated in the festival before, the Exhibitor parking lot has changed. The Exhibitor parking lot is located just 1 mile from festival grounds at Plymouth North High School and there will be school bus shuttles provided to bring you from the parking lot to the festival grounds. After unloading is complete, **ALL** vehicles **MUST** be moved for the duration of the Festival day. There is **NO PARKING** available on festival grounds, so plan accordingly.

- Exhibitors should continue down Water Street, take a left at the top of Water Street (Reliable Cleaners is on your left) onto Sandwich Street and follow for .06 miles and take a right onto Nook Road and follow for .04 miles and take a left into Plymouth Center for Active Living, Plymouth North High School is on the same campus and you will see the busses lined up in front of the high school.
- Exhibitors can park in any public parking spots throughout town if you wish to do so, however most parking spaces have time restrictions and fees. Visit, www.parkplymouth.com for a complete list of parking lots, fees and hours. Remember, if you do park in one of these spots, you are taking that from a paying customer. If you choose not to use the FREE PROVIDED Exhibitor parking shuttle, you are responsible for any tickets you receive through the parking authority.
- **THERE IS NO PARKING ON LEYDEN STREET.** Anyone who parks there will be towed at owners expense.
- Very limited Handicap Parking will be available on North Street to those Exhibitors who have sent notification to Chamber staff with their Handicap License plates or a Handicap Parking Pass provided by the state. Please note, The Plymouth Area Chamber of Commerce does **NOT** control parking and cannot guarantee **ANY** Handicap parking spaces. Handicap spaces are very limited and are on a first come first serve basis.



Exhibitor Only Parking Lot Location:
Plymouth North High School
44 Nook Road, Plymouth MA 02360

*****Exhibitors must have their Parking Pass displayed on their dashboard when they reach the entrance of the Exhibitor Only Parking Lot in order to be allowed admittance into that lot. You will receive the parking pass when you check-in the day of the event.**

According to Massachusetts State Law, trailers or RV's are not allowed in unlicensed parking lots for overnight accommodations. Exhibitors will not be allowed to park their trailers or RV's overnight in the Exhibitor Only Parking Lot.

Exhibitor Move-Out:

All Exhibitors will be allowed to move their vehicles back to their space after they have broken down their displays.

- Early breakdown is not allowed. Exhibitors will be penalized \$150 if they break down early.
- Exhibitors are asked to follow the directions provided to them at check-in.
- Exhibitors will not be allowed to breakdown their displays or move their vehicles to their spaces early.
- Move-Out begins at 6:15 p.m. or at the judgment of the Plymouth Police Department.
- The shuttle to the parking lot will be from the location you were dropped off at in the morning, which is the corner of Union Street and Water Street.

Festival Day Questions:

Exhibitors may visit the PACC booth at Brewster Gardens with any questions throughout the festival.

Booth-Sitter:

Exhibitors who need their booths watched while using a restroom or getting food (15 minutes max) can request a volunteer to "watch" their booth. Requesting a booth-sitter is easy, we ask that you text the telephone number which will be provided to you at check-in. We will do our best to accommodate all requests based on volunteer availability at the time of request. This is for vendors who will be alone in their booths, and we ask that vendors do not abuse this service with doing other tasks like shopping, etc.

****During Move-In & Move-Out times we ask that all exhibitors be patient and as accommodating as possible to their fellow exhibitors. This time can seem overwhelming but if all exhibitors remain aware and patient, the PACC staff will be sure to get everyone out safely and in a timely manner****

Per your signed Plymouth Waterfront Festival Contract:

SET UP: Exhibitor Move-In will be from 6:30 a.m. – 9.30 a.m. Exhibits must be completed 30 minutes before the Plymouth Waterfront Festival begins at 10:00 a.m. because many attendees do arrive early. Exhibitors must provide their own flame-retardant cover, the PACC does not provide anything other than the space. There will be no admittance of vehicles on Festival grounds after 9:30 a.m. for any reason whatsoever and all cars have to be off the festival grounds by 9:30 a.m. Admittance for Move-Out is scheduled from 6:00 p.m. - 8:00 p.m. or at the discretion of Festival Staff. Vehicle access to the



festival grounds will, at all times be at the discretion of Festival Staff and the Plymouth Police Department. The PACC will forbid the installation of any exhibit not previously approved by the PACC.

SPACE OCCUPANCY: All aisle space (sidewalks behind & street in front) belongs to the Plymouth Waterfront Festival; no exhibits, seating, storage of goods or advertising material is allowed to extend into this space. The actual occupation of the space is of the essence hereof. In the event the Exhibitor shall not occupy said space within 2 hours after the Festival opening, the PACC is expressly authorized to occupy or cause said space to be occupied in such manner as may deem to be in the best interest of said Plymouth Waterfront Festival without rebate or allowance whatsoever therefore to Exhibitor and without releasing Exhibitor from any liability herein under, and the Exhibitor expressly agrees to pay the PACC in full the sum herein above set forth. Exhibitor MUST occupy Booth Space for all hours of the Plymouth Waterfront Festival. If Exhibitor leaves early, Exhibitor forfeits participating in next year's Plymouth Waterfront Festival & will be subject to a \$150 Early Breakdown Penalty Fee.

If these rules are not adhered to this will result in a fine and suspension from future Festivals.

We want to thank you for your participation in the 2023 Plymouth Waterfront Festival! We are thrilled to have you a part of the Chamber's Annual Event!