



**OFFICE OF THE BOARD OF SELECTMEN**  
 Town of Arlington  
 730 Massachusetts Avenue  
 Arlington, MA 02476 | 781-316-3020

**ARLINGTON TOWN DAY  
 BOOTH AND DISPLAY INFORMATION  
 September 12, 2015**

**Application deadline with payment is July 16, 2015, 7:00PM**

Due to limited space and the large number of interested participants, applications will be reviewed and decided upon by the Town Day Committee. Applicants requesting a particular booth space should indicate it on the application. While every effort is made to accommodate the request of the applicant for a particular booth space, no guarantees will be made.

<b>DISPLAY PARTICIPANT SCHEDULE</b>	
7:15 am - 8:15 am	Participant check in and drop off display materials at booth
8:15 am	Massachusetts Avenue closed to traffic
8:15 am - 10:00 am	Display set up
10:00 am - 3:00 pm	Town Day activities open to the public
3:00 pm	Display areas close
3:00 pm - 3:45 pm	Display break down, display participant vehicles permitted
4:00 pm	Street cleaning
5:00 pm	Massachusetts Avenue reopens to traffic
Police will strictly enforce times of closing and reopening of Massachusetts Avenue. All transactions must end at 3:00 pm sharp.	

<b>ADDITIONAL INFORMATION</b>	
Application Review	All applications will be reviewed by the Town Day Committee. Neither application nor submission of check constitutes or guarantees a contract.
Permits	No one may participate in booth displays unless they have received a participant confirmation notification by September 1.
Payments	All fees of approved applications are non-refundable.
Booth Numbers	Booth numbers will be given out at the Participant check in between 7:15 am - 8:15 am on the morning of Town Day. The check in tables will be located near the intersection of Massachusetts Avenue and Pleasant Street as well as near the intersection of Massachusetts Avenue and Academy Street.
Booth Space	Each booth space is 10 x 10 and will accommodate a ten-foot table and tent. Booths should not project more than ten feet from the curb into the street. Table and tent are the responsibility of the booth participant.
Electricity	Participants must supply a heavy-duty extension cord. One outlet per booth is available on a limited basis for a \$50 fee and are limited to one electrical device with a 3-4-amp

	capacity, such as an LCD projector or monitor. Applicant requests will be handled at the discretion of the Committee. Special requests are not granted due to electrical outlets being located in one particular area. <b>INDIVIDUAL GENERATORS ARE NOT PERMITTED.</b>
Exhibitors	Town of Arlington residents, businesses, and organizations have first preference. The Town Day Committee reserves the right to select and deny booth exhibitors. All booths must be attended by the applicant.
Activities	Booths will be restricted to such activities as craft exhibits, bake sales, educational displays, club membership information, games, food vendors and/or other such “fair type” activities. Excluded will be activities such as political campaigning, speech making, and/or any other subject or activity not suitable for viewing by people of all ages, as determined by the Town Day Committee and the Board of Selectmen.
Food	All food items must be specified and a permit must be obtained through the Board of Health. Permit requires \$25 check made out to the Town of Arlington, submitted to the Board of Health. Food vendors will be located on either end of Mass. Ave.
Grills, LPG, Open Flames	For grills, open flame heater/cookers, and LPG a permit must be obtained through Fire Prevention. Permit requires \$30 check made out to the Town of Arlington, submitted to Fire Prevention. A fully charged 10-pound dry chemical fire extinguisher must be within easy reach. Permits must be clearly displayed at the booth.
Helium Tanks	Tanks must be secured in an upright position to prevent tipping or falling.
Raffles	All non-profit organizations must obtain a permit through the Town Clerk’s Office to conduct raffles. Permit requires \$50 check made out to the Town of Arlington, submitted to the Town Clerk; permit is valid for one year. Applications for raffle permits should be picked up at least 1 month before Town Day at the Town Clerk’s Office, completed by the applicant, brought to the Community Safety Building for the Police Chief’s signature, and submitted to the Town Clerk’s Office no later than 1 week before Town Day. <b>FOR PROFIT ORGANIZATION RAFFLES NOT PERMITTED.</b>
Signs	Each participant must have a large, easily readable sign stating their name, organization, or business. All non-profit applicants offering items for sale must identify the recipient of all proceeds. (“Proceeds to....Club”)
Not Permitted	No frisbees, water guns, all guns, dangerous toys, air horns, fireworks, snap cracks, spray glue objects, shaving cream, silly string or other items determined by the Police Department to be objectionable may be sold or distributed. Police Officers have the right to order the removal of such items and to retrieve an applicant’s booth permit if necessary.
Clean Up	All participants are required to clean up their booth area promptly at 3:00 pm. Participants will be held responsible for any litter, damage, etc. found in their assigned area.



**ARLINGTON TOWN DAY  
APPLICATION FOR BOOTH SPACE  
September 12, 2015**

Office Use Only

ID:

Payment:

Name of Organization					
Contact Person		Email address			
Telephone (primary)		Telephone (secondary)			
Mailing Address		City		State	Zip

NON-FOOD VENDOR		
Booth Type	Select	Booth Cost
Business	<input type="checkbox"/>	\$160
Crafts	<input type="checkbox"/>	\$70
Non-Profit Organization	<input type="checkbox"/>	\$60
Town Committee	<input type="checkbox"/>	\$35

FOOD VENDOR		
Booth Type	Select	Booth Cost
Food Vendor	<input type="checkbox"/>	\$275
Non-Profit Organization	<input type="checkbox"/>	\$75
<b>Food Vendors must submit a Food Permit Application to the Board of Health.</b>		

**Check all that apply**

- Helium
- Raffle (\$50 fee to be paid at Clerk's Office, Town Hall 730 Massachusetts Avenue, Arlington)
- \* Electrical Outlet (\$50 fee include with this application)  
\* Only one 3-5 amp outlet per booth, subject to availability. Fee donated to the Arlington Mass Emergency Management Agency/Community Safety for their volunteer time and effort to provide electricity.
- \*\* Propane (\$30 fee to be paid at Fire Prevention)  
\*\* LPG, open flames, and grills require a fire permit from Fire Prevention at 112 Mystic Street, Arlington.

Describe purpose of Booth (be specific and attach additional sheet if needed).

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Describe any special location request (food vendors will be at either end of Mass. Ave.)

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**Application deadline with payment is July 16, 2015, 7:00PM**

Make check payable to: Town of Arlington - Town Day Committee

Mailing address: Board of Selectmen - Town Day, 730 Massachusetts Ave, Arlington, MA 02476

***I have read and understand all rules and regulations***

**TOTAL FEE: \$**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE BOARD OF HEALTH**

Town of Arlington  
27 Maple Street, Arlington, MA 02476

ph: 781-316-3170  
fax: 781-316-3175

**TEMPORARY FOOD ESTABLISHMENT GUIDELINES**

- Raw meat, poultry, eggs or fish are prohibited at Temporary Food Establishment locations, with the exception of foods that require limited preparation, such as hamburgers and hotdogs.
- Operations serving hot foods must have suitable equipment that can rapidly heat foods and keep food hot (140°F) until served.
- Operations serving cold foods must have suitable equipment that can maintain product at 41°F or below.
- Menu items such as sandwiches, salads etc shall be prepared at the licensed establishment and brought to the event pre-assembled. There shall be limited preparation of food at the event, with the exception of hot dogs, burgers, sausages etc. (Example- sandwiches, wraps, salads CANNOT be assembled at the event).
- A food grade thermometer must be on-site to verify hot and cold temperatures.
- The storage of packaged food in contact with water or un-drained ice is prohibited.
- Wrapped, ready to eat foods such as sandwiches must not be in direct contact with ice.
- All packaged food must be individually wrapped/packaged and labeled in accordance with the law.
- Only single service condiments should be used. Squeeze bottles, or pour containers are acceptable substitution.
- Running water with liquid soap and disposable towels OR a bottle of hand sanitizer for cleansing hands must be available at each booth. (Applicable to outside events and indoor events where hand-washing lavatories are not easily accessible.
- Each booth must have sanitizing solution at the proper concentration in the form of a labeled spray bottle or labeled bucket. The solution must be used for cleaning food contact surfaces and utensils. Test strips must be available. Solution in a bucket must be monitored and changed as needed. Note: 2 teaspoons of bleach in one gallon of water will yield an acceptable sanitizing solution.
- Single use Non-latex gloves or other approved protective equipment (tongs, deli tissue, other utensils etc) must be used when handling ready-to-eat foods.
- Good food handling practices must be observed along with a high level of personal hygiene, clean outer clothing, and the use of effective hair restraints.
- The Board of Health reserves the right to require a Certified Food Safety Handler on-site during the event.
- Food being served at the event must come from a licensed Food Establishment.
- Questions regarding temporary food events or these guidelines may be directed to this office at 781-316-3170.



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Town of Arlington  
27 Maple Street, Arlington, MA 02476

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**APPLICATION FOR A PERMIT TO OPERATE A  
TEMPORARY FOOD ESTABLISHMENT**

Name of Organization							
Contact Person				Email address			
Telephone (primary)				Telephone (secondary)			
Mailing Address			City		State		Zip

List all food/beverages to be served (non-listed items will not be permitted)

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Method of covering food during display \_\_\_\_\_

Method of keeping cold food below 41° F \_\_\_\_\_

*Potentially hazardous foods* - Food thermometer required

Method of keeping hot food above 140° F \_\_\_\_\_

*Potentially hazardous foods* - Food thermometer required

Place of preparation \_\_\_\_\_

(must be permitted kitchen) **Non-Arlington establishments must submit a copy of their Food Permit**

Method of hand washing/hand sanitizing \_\_\_\_\_

- All food must be covered at all times during display.
- All food contact services must be sanitized and kept clean at all times.
- All food must be protected from sunlight to prevent temperature elevation.
- All food must be stored at least 6 inches off the ground.
- Non-Arlington establishments must submit a copy of their Permit to Operate a Food Establishment.
- Make \$25 check payable to: Town of Arlington - Board of Health
- Make payment at the Health Department, 27 Maple Street, Arlington, MA 02476

**Application deadline with payment is July 16, 2015, 7:00PM**

*I have read and understand all rules and regulations*

**TOTAL FEE: \$**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_