



2026 Vendor Information Packet

Date	Saturday, August 8, 2026 (rain date Sunday Aug 9)
Time	Set Up 10am-12pm Event 12-5pm Break Down 5-6:30pm
Loading Zone #1a/b/c	Arsenal Parking Lot @ 485 Arsenal Street, Watertown, MA 02472
Loading Zone #2	Talcott Ave Entrance by Commander's Mansion @ 440 Talcott Ave, Watertown, MA 02472

****You will be emailed your space assignment and Loading Zone (1a/b/c or 2) on July 30th.****

****Please check your location assignment before you arrive.****

Info Session

An on-site information session will be held on **Thursday, July 30, 2026 at 6pm at Arsenal Park located at 485 Arsenal Street**. We will meet at the large Arsenal Park sign by the parking lot at the end of Parkview Avenue. If you aren't able to make it to the information session, we encourage you to visit the park and familiarize yourself with the location in advance of the event.

Unloading 10am-12pm

You can begin setting up your 10x10ft space at 10:00am. **DO NOT ARRIVE BEFORE 10AM, EARLY ARRIVALS CANNOT BE ACCOMMODATED.** We suggest you bring a utility wagon or hand truck to help transport your things to your space. We will have limited wagons available to borrow so bringing your own will help make the process smoother. If you have accessibility needs, please email us at watertownartsmarket@gmail.com.

- **Loading Zone #1a/1b/1c Arsenal Park parking lot.** Enter the parking lot via Parkview Ave at 485 Arsenal St. A volunteer will direct you where to temporarily park and unload. When you have finished unloading, you must move your vehicle to the Atrius Health parking lot **BEFORE** moving your items to your space. **Vehicles may not be left unattended in the Loading Zones.**

- **Loading Zone #2 Talcott Ave.** Access 440 Talcott Ave from Arsenal St. A volunteer will direct you where to temporarily park and unload. When you have finished unloading, you must move your vehicle to the Commander's Mansion parking lot or to street parking along Talcott Ave (outside of the Loading Zone) **BEFORE** moving your items to your space. **Vehicles may not be left unattended in the Loading Zones.**

Special Note: Performer Arrival

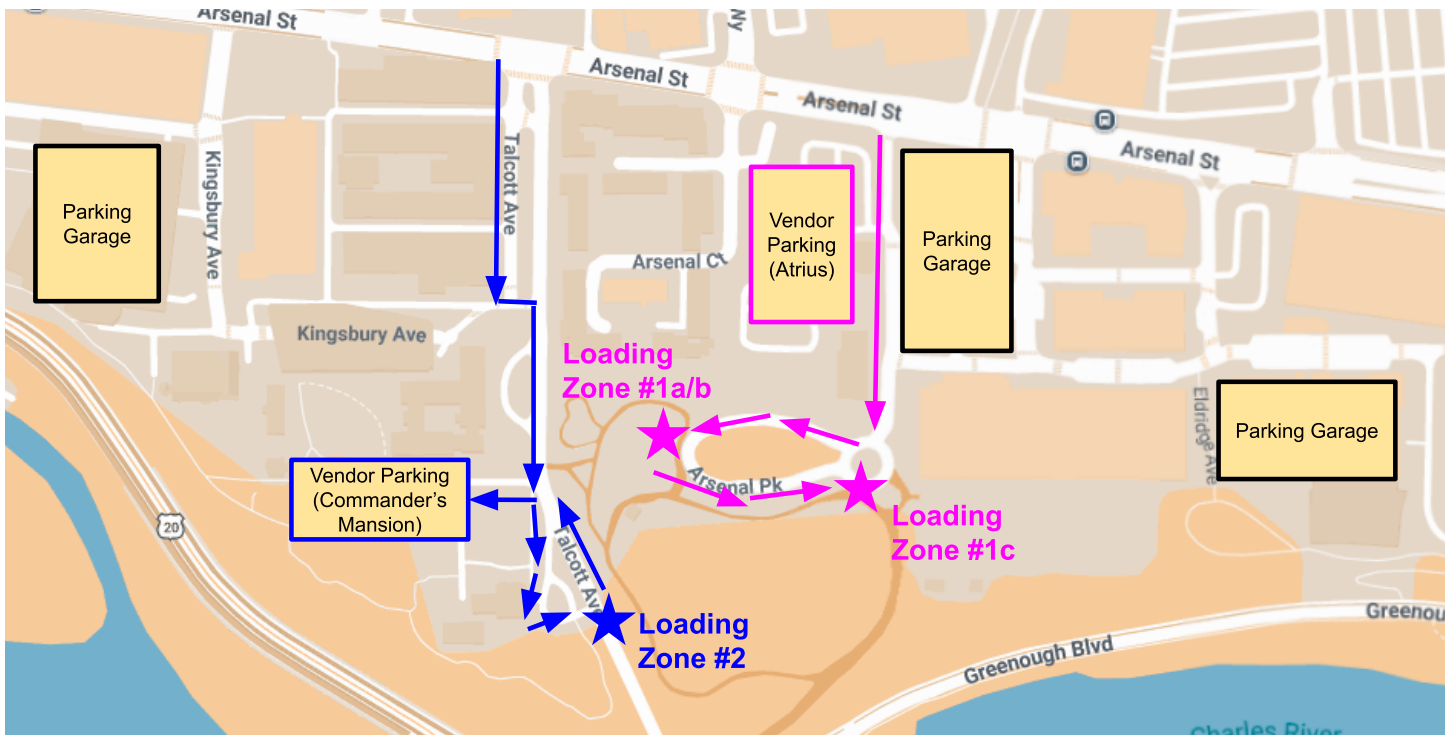
Performers should plan to arrive **1 hour before scheduled performance time** at the assigned Loading Zone to be emailed out the week before the event. Entrances to these areas will be blocked off to the public but a volunteer in a gold or blue volunteer t-shirt will let you through to unload and direct you where to go.

Packing Up @ 5pm

You can begin packing up at 5:00pm. You should pack all of your items and then move them to the Loading Zone before getting your vehicle. We will have volunteers to assist with this process. Please be prepared to have all of your items off-site by 6:30pm.

Vendor Loading Zone & Parking Map

Vendors may park in the Atrius Health lot, Commander's Mansion lot, Talcott Ave street parking or other available public parking. The map below outlines the Loading Zones and parking options at Arsenal Park and the Commanders Mansion. Event visitors are encouraged to use the parking garages at Arsenal Yards and by Mosesian Center for the Arts.



Sales

Sales are at the purview of each vendor. Please come prepared for multiple modes of payment (e.g., cash, check, Venmo, Credit Card). Wifi will not be provided. If you require internet access in order to process sales, we recommend bringing a mobile hotspot.

Table, Chairs, Shade & Snacks

Unless you rented a table and chairs when you registered, you must bring your own. **Additionally, tents are not provided.** A tent or shade covering is highly recommended as most locations are in direct sunlight. Please make sure you have adequate tent weights in case of wind.

Although the event runs from 12-5pm, as a vendor you will be outside from 10am-6pm. That's a long day! ***Please pack a snack, a water bottle, a hat, and layers - you never know what New England weather will bring!***

(Hu)manning Your Table

All participants are required to be present for the entire duration of the event. If you need to step away from your table for personal needs, please ensure a colleague remains in your place to welcome guests and oversee your possessions. If you can, bring a friend to help you out, the more the merrier!

Liability

By showing up for this event, vendors acknowledge and accept that the Watertown Business Coalition, Watertown Arts Market committee & staff, the City of Watertown, and all affiliates are not liable for personal or property damage related to your participation in the Watertown Arts Market.

Furthermore, your participation in the Watertown Arts Market allows the committee and their affiliates to take photographs or video of your person and work for the purpose of marketing this and future events.

Contact Information

Please do not hesitate to contact us at watertownartsmarket@gmail.com with any questions.

For urgent needs on the day of the event, please TEXT Lacie Milton, Co-Chair Watertown Arts Market, at 617-460-1679.



2026 WAM Vendor Checklist

Space #: _____

Loading Zone: _____

Booth Setup & Display	Personal Essentials
☐ Utility Wagon / Hand Truck for transport ☐ Tent + Weights ☐ Folding Table ☐ Chairs ☐ Signage / Banners ☐ Displays ☐ Table Cloth ☐ Toolkit - Duct tape, zip ties, scissors, etc... ☐ _____ ☐ _____	☐ Waterbottle, extra water ☐ Snacks ☐ Hat / sunglasses ☐ Layers for weather changes ☐ Sunscreen, bug spray ☐ Hand sanitizer, pain relievers, lip balm ☐ Bring a buddy! ☐ _____ ☐ _____ ☐ _____
Inventory & Packaging	Payments
☐ Merchandise ☐ Packing Supplies ☐ Shopping Bags ☐ Business Cards ☐ Mailing List Sign-up Sheet or QR Code ☐ _____ ☐ _____ ☐ _____ ☐ _____	☐ Mobile Credit Card Reader (charged) ☐ Cash ☐ Printed QR Codes for digital wallets ☐ Portable power bank and phone charging cables ☐ Mobile hotspot ☐ _____ ☐ _____ ☐ _____