

Charlotte Forten Park vendor guide

October 15-18, 2026 | PDF edition 20261012

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Welcome to Charlotte Forten Park at 289 Derby Street in Salem. This guide is for participating artisan vendors and covers loading, the market day and load-out. Share it with everyone helping at your booth, and check the weekly update before every visit. John coordinates food and bar operations separately.

Questions or arrival help? [Text 978-224-8856](tel:978-224-8856)

Weekly guide: October 15-18, 2026

Thursday, October 15 and Friday, October 16: park hours 4-9 PM; these do not add artisan booking dates.

Saturday, October 17: 10 AM - 9 PM

Sunday, October 18: 10 AM - 9 PM. Live music ends by 8 PM.

Attend only your confirmed dates.

8-10 AM Weekends & October 12 | 10 AM All clear & ready to sell | Check in first Derby Street entrance

Booth assignments are given out each morning at check-in, at every venue. Check in before unloading; do not choose a space or assume yesterday's assignment applies.

Load-in: 8-10 AM on your booked weekends and October 12. Check in with a Marketplace staff member at the Derby Street entrance before unloading. Use a staff-directed unloading spot along Derby Street and use a cart or dolly to wheel everything into the park. Move your vehicle to legal parking promptly. **Finish unloading, clear vehicles and be ready to sell by the 10 AM public opening.**

Artisan vendors wheel everything into the park; vehicles do not drive to booths. Wait for staff directions before moving a vehicle into any loading area. Keep pedestrian routes, neighboring booths and emergency access clear.

No parking along the front of the park on Derby Street. This area is for temporary bus loading. Keep it clear and ask staff where to unload; do not use the bus-loading area as a vendor parking or waiting space.

Overnight security will be present. Tents and tables may remain between consecutive booked days; lower your tent and close its walls if available. **Remove all merchandise every night.** If you are not booked here again tomorrow, take your complete setup home.

[Latest Charlotte Forten Park guide](#) | [Vendor 411](#)

Check for updates every week

Check Vendor 411 every week you are booked, then again before leaving for Salem. Reopen your venue guide and read your vendor email for detailed changes and programming. Share updates with your helpers. Returning vendors should do this too.

A saved PDF is a dated snapshot. Check the latest online guide before every visit. If the guide, email or your booking details conflict, text the team before acting.

[Open Vendor 411](#)

Before you arrive: download the apps and turn on notifications

Destination Salem: parking, restrooms, events and visitor updates. **My Salem MA:** City news and alerts ([iPhone/iPad](#) | [Android](#)).

Open both apps and allow notifications. Check your phone settings to make sure their alerts are enabled. Ask everyone helping at your booth to do the same, and check updates before traveling and during the day.

For additional City emergency and road-closure alerts, [sign up for Salem's Regroup alerts](#). Keep checking Vendor 411 and vendor email for your venue's instructions and programming.

Current planning update

October 17-18 artisan weekend | Attend only your confirmed dates

This weekend

Saturday, October 17: 10 AM - 9 PM; Sunday, October 18: 10 AM - 9 PM, with live music ending by 8 PM.

Attend only your confirmed artisan dates; October 18 public hours do not extend individual vendor commitments. Thursday and Friday, October 15-16, 4-9 PM, are park food and bar hours and do not add artisan dates. Load in from 8-10 AM and be all clear and ready to sell at 10 AM. John coordinates food and bar operations separately.

Before you travel

Check your confirmed venue and dates. Load in 8-10 AM on your booked weekends and October 12. Check in at the Derby Street entrance first; be all clear and ready to sell at opening.

Setup and placement

Check in with Marketplace staff at the Derby Street entrance for your booth assignment and a staff-directed unloading spot. Wheel everything into the park. Keep the park frontage clear for temporary bus loading.

Evening operations

Plan for after-dark service on applicable dates. Bring battery lighting and follow the staff closing briefing.

Programming

Weekly programming and any effect on access will be shared here when ready.

Power and lighting

Artisans should plan for no power or event Wi-Fi. Bring battery lighting and charged payment equipment. Arrange any electrical or generator use individually with John before arrival.

Overnight setup

Forten will have overnight security. Between consecutive booked days, tents and tables may stay; lower your tent and close its walls if available. All merchandise must go home every night.

1. Loading & setup

Check in before unloading

Check in with a Marketplace staff member at the Derby Street entrance before unloading. Forten is a small venue; if you do not see someone at the entrance, find a Marketplace staff member in the park. Receive your booth assignment and use only your assigned footprint; do not choose a location from the concept map.

Use a staff-directed unloading spot along Derby Street and wheel everything into the park. Bring a sturdy cart or dolly. Move your vehicle to legal parking promptly after unloading.

Wait for staff clearance before moving a vehicle into any loading area. Keep walkways, curb ramps, neighboring spaces and the Charlotte Forten sculpture area clear.

No parking along the front of the park on Derby Street. This area is for temporary bus loading. Keep it clear and ask staff where to unload; do not use the bus-loading area as a vendor parking or waiting space.

Arrival timing and setup

Weekends and Monday, October 12: load in from 8-10 AM. Finish unloading, clear vehicles and be fully set up and ready to serve customers by the 10 AM public opening.

Allow time to check in, unload, park and return on foot before opening. John coordinates food, bar and production deliveries separately.

Unload, park, then finish setup

- 1. Check in and receive your space.** Wait for the team to direct you to an unloading spot.
- 2. Unload promptly and wheel items to your booth.** Leave room for others and keep access clear.
- 3. Move your vehicle to legal parking.** An unloading spot is not all-day vendor parking.
- 4. Return on foot to finish setup.** Be ready at the public opening.

Running late or bringing a large vehicle?

Running late? Text [978-224-8856](tel:978-224-8856) as soon as you know. Include Forten, your business name and estimated arrival time. Staff will direct you to an unloading spot along Derby Street; use a cart or dolly to wheel everything into the park. Wait for directions before unloading.

Trailers and larger vehicles must be arranged with the team ahead of time. Let us know your vehicle size and unloading needs so staff can coordinate an appropriate spot. All equipment is wheeled into the park from the Derby Street edge.

Pack for a waterfront market

Bring a sturdy cart or dolly, at least 50 lb of weight per tent leg, weather protection, layers, charged payment equipment and battery lighting. Plan for service after dark on applicable dates.

No stakes or digging. Keep your tent securely weighted and equipment within your assigned footprint.

Plan for no electricity or event-provided Wi-Fi. Bring battery lighting and charged payment equipment. Any electrical or generator use must be arranged individually with John before arrival.

Parking and weekly resources

No parking along the front of the park on Derby Street. This area is for temporary bus loading. Keep it clear and ask staff where to unload; do not use the bus-loading area as a vendor parking or waiting space.

After unloading, move to legal parking and allow time to walk back. Follow posted restrictions and use [Vendor 411](#) for current parking links, app downloads and promotional resources.

Attend and promote only the dates and venue in your confirmation. A broader Forten food or programming schedule does not add dates to your booking.

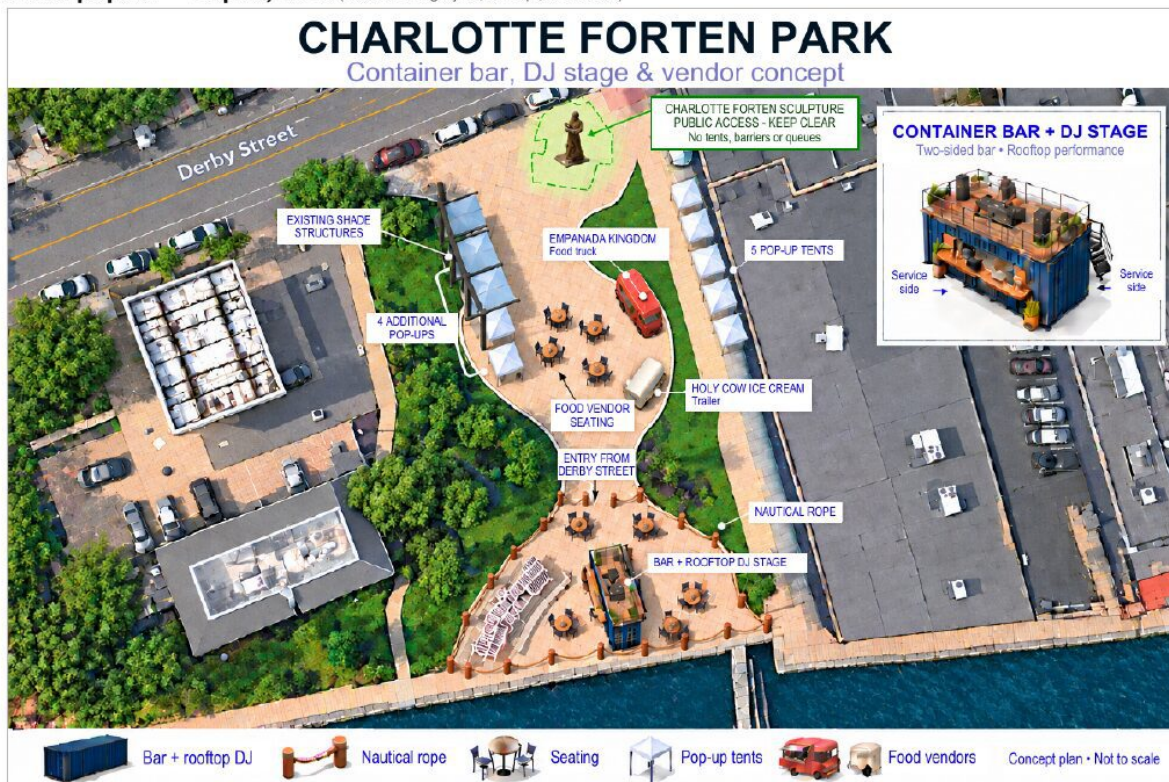
Forten orientation · Derby Street at the top

NO PARKING · FRONT OF PARK

Derby Street frontage · Temporary bus loading only

Keep this area clear. Ask Marketplace staff where to unload.

Site concept plan — Sept 9, 2026 (John's working layout; concept, not to scale)



Read against the map: Empanada truck and Holy Cow trailer sit beside the existing shade structures with food-vendor seating between them · 5 pop-up tents along the east edge and 4 more pop-ups by the shade structures (working limit: 10 artisan spaces) · container bar + rooftop DJ stage at the waterfront end inside the nautical-rope boundary · Charlotte Forten sculpture stays clear — no tents, barriers or queues · entry from Derby Street. Vendors have been told to unload at the park edge and move vehicles to parking.

Derby Street runs along the top of this map, at the front of the park. **No parking along the park frontage: temporary bus loading only.** Check in with Marketplace staff at the Derby Street entrance and follow their directions to an unloading spot. Wheel goods into the park. September 9 concept layout, not to scale; booth positions and food/bar arrangements are illustrative. Staff assign artisan booths at check-in.

[Open full-size reference online](#)

2. During the day

Be ready at opening and stay through close

Be ready to sell or serve at your confirmed public opening. Check the hours and special-date notes below, and read the weekly update before traveling.

We understand that things come up, and we really appreciate everyone staying until the market closes. Leaving early affects neighboring vendors and everyone visiting. If you need to leave early, contact the team before packing.

Wait for staff to announce breakdown and vehicle access. Closing time alone is not permission to bring a car forward.

Keep the park welcoming and accessible

Stay within your assigned footprint. Keep the Charlotte Forten sculpture, public walkways, accessible routes, emergency access and neighboring businesses clear. Do not extend displays, stock, carts or customer lines into shared paths.

Keep your booth attended and valuables secure. No smoking or incense at booths. Take your vendor waste with you.

Keep clear of production equipment, electrical boxes and any marked service area. Ask staff before moving equipment or changing your layout.

Power, lighting and connectivity

Artisan vendors should plan to operate without electricity or event-provided Wi-Fi. Bring battery lighting for service after dark and charged payment equipment.

Any electrical or generator use must be arranged individually with John before arrival. Do not plug into park outlets or bring a generator without an expressly approved arrangement. Tell John as soon as possible about any new or increased electrical needs.

Power arrangements are still being coordinated alongside food and bar operations. Check the latest weekly guide for updates; do not assume power is available unless John has confirmed it for your booth.

Restrooms and short breaks

Porta-potties will be available on site and across the street, including one accessible porta-potty on site. Ask staff for directions. For additional current options, use the [Destination Salem restroom locator](#) or [app](#).

Real Pirates restroom access is being arranged. Once confirmed, participating vendors will be able to use their restroom during Real Pirates' operating hours. Check with Marketplace staff before relying on this option.

Need a short restroom break? Text [978-224-8856](tel:978-224-8856) with your **location (Forten), your name, your business name and your request**. Staff can provide brief booth sitting where and when needed. Wait until coverage is arranged before leaving your booth. This is for short breaks, not extended coverage.

Help, weather and day-of changes

Forten venue lead and backup: to be announced. Use the shared Marketplace text number for help; named contacts will be added to the weekly guide once confirmed.

Text the Marketplace team: [978-224-8856](tel:978-224-8856). Include your **location (Forten), your name, your business name and your request**. Staff move around the venue, so text is the best way to reach the team. John has the final say on market decisions.

Delays and closures are very rare. If a change is needed before arrival, we will notify you by email; once on site, staff will explain the plan. Keep app notifications enabled.

For an emergency, call [911](tel:911). For non-emergency police assistance, call [Salem Police: 978-744-1212](tel:978-744-1212). Do not wait for a reply from the vendor chat in an emergency.

For booking questions before market day: john@creativecollectivema.com.

3. Load-out & overnight arrangements

Wait for the nightly staff briefing

Evening load-out uses staff-directed loading spots along Derby Street. Staff will explain when breakdown can start, when items may be moved out and when vehicles may approach. Follow that evening's instructions and keep public access clear.

Pack first and wheel your items to the staff-directed loading spot along Derby Street. Use a sturdy cart or dolly. Keep walkways, curb ramps, neighboring spaces and emergency access clear.

Retrieve and bring your vehicle forward only when staff direct you. Work together and take turns; do not bring all vehicles up at once. Load promptly and leave room for the next vendor.

Recheck the weekly guide before each visit and follow the nightly briefing for any changes to access.

No parking along the front of the park on Derby Street. This area is for temporary bus loading. Keep it clear and ask staff where to unload; do not use the bus-loading area as a vendor parking or waiting space.

Between consecutive booked days

Booked at Forten again tomorrow? Tents and tables may remain overnight between consecutive booked days. Lower your tent and close its walls if available, as at Salem Common.

Remove all merchandise every night. No product may remain on site. Forten will have overnight security; merchandise must still go home.

Not booked here tomorrow? Remove your complete setup. A booking for a later weekend does not allow storage between dates.

These instructions apply to artisan booths. John coordinates food, bar, truck and trailer arrangements separately.

At the end of your booking

Remove your complete setup, equipment and vendor waste when your booking ends, following staff's load-out directions. Check the ground around your space and leave access clear.

Before your next booked day, return to Vendor 411, reopen the latest venue guide and check your vendor email for changes and programming.

Thanks for helping us take care of Forten and one another.

John and the Creative Collective team

Hours & special dates

All times are local to Salem. Artisan dates are Saturdays and Sundays, plus Monday, October 12. Attend only the dates in your booking confirmation. John coordinates food and bar schedules separately.

Day	Public hours	Note
Regular Saturday	10 AM-9 PM	Attend confirmed dates only
Sunday	10 AM-6 PM	Attend confirmed dates only
Sunday, October 11	10 AM-8 PM	Confirmed October 7 Holiday hours may apply.
Monday, October 12	10 AM-6 PM	Only if confirmed in your booking
Sunday, October 18	10 AM-9 PM	Live music ends by 8 PM; park public hours only
Saturday, October 31	10 AM-9:45 PM	Halloween

October 18 public hours do not extend individual vendor commitments. Follow your own booking confirmation for attendance; food and bar schedules remain separate.

This artisan guide covers October 17-18. Check your confirmed dates and venue before traveling. Food and bar schedules are coordinated separately and do not add dates to an artisan booking.

Sunday, October 11: 10 AM-8 PM. These date-specific public hours are confirmed. Other dates remain as listed. **Holiday hours may apply.**

Check your confirmation and the weekly guide before making travel plans. Do not infer earlier arrival or extra sales dates from the food-service schedule.

Other venue guides

Check your confirmed venue for each date. [Salem Common](#) · [Derby Square](#) · [Old Town Hall](#) · [Vendor 411 weekly updates](#)