

Derby Square vendor guide

Welcome to Derby Square in Salem! Start with this week's update, then follow the loading, market-day and load-out instructions below. Share this guide with everyone helping at your booth.

Creative Collective · October 23-25, 2026 guide · Reviewed October 21, 2026 at 05:13 PM Eastern

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

Weekly guide: October 23-25, 2026

Friday, October 23: 10 AM-7 PM - Derby Square / Artists' Row only

Saturday, October 24: 10 AM-8 PM

Sunday, October 25: 10 AM-6 PM

Attend only your confirmed dates.

7 AM

Load-in begins

9:30 AM

Vehicles clear

10 AM

Ready to sell

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.

Approach: come in from the Central Street side.

Check-in: Central and Front Street. Staff assign your booth and unloading spot each morning.

Bring a sturdy cart or dolly: wheel everything to and from the spaces around Old Town Hall.

Enter the designated loading area only when staff give clearance. At the end of the day, wait for staff instructions before breaking down, loading out or retrieving your vehicle. Vehicles do not drive up to the spaces around Old Town Hall.

Full breakdown every night.

Take your tent, tables, displays, merchandise and equipment home, even if you are booked here again tomorrow.

BEFORE EVERY MARKET WEEK

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.

Update for October 23-25, 2026

Reviewed October 21, 2026 at 05:13 PM Eastern

Your confirmed market dates

- Friday, October 23: 10 AM-7 PM - Derby Square / Artists' Row only
- Saturday, October 24: 10 AM-8 PM
- Sunday, October 25: 10 AM-6 PM

Load-in starts at 7 AM. Approach via Central Street and check in at Central & Front. Staff will direct your unloading spot - wheel goods to your booth from there. Vehicles do not drive to spaces around Old Town Hall. All vehicles clear by 9:30 AM, ready at 10 AM.

There are no Front Street vendor booths on Friday, October 23. Friday, October 30 is the full Derby / Front Street Friday. Attend only the dates and venues confirmed in your booking.

Everything comes home every night - tent, tables, displays, merchandise, equipment. That applies even on consecutive booking days. Nothing stays overnight at Derby Square.

1. Loading & setup

Find check-in before unloading

Approach from the Central Street side and check in at Central and Front Street. Staff will give you that morning's booth assignment and direct you to the appropriate unloading spot. Check in before unloading, including consecutive booked days.

Follow staff directions on arrival. If there is no room in the check-in line or loading area, staff will direct you in the moment.

No driving up to the spaces around Old Town Hall. Unload where staff direct you, then use a sturdy cart or dolly to wheel all merchandise and equipment to your booth. Wheel everything back out to the loading spot at the end of the day.

Central & Front Street · Confirmed check-in reference



Approach from the Central Street side and check in at Central and Front Street, as marked. Follow staff directions for the queue and unloading, including when space is limited. Wheel everything to and from the spaces around Old Town Hall. Reference image from the 2025 vendor instructions; check-in confirmed for 2026.

Check in, unload, park, set up

1. **Check in for today's booth assignment.** Wait for staff clearance before entering the loading area.
2. **Unload where staff direct you, then wheel everything to your booth.** Do not drive up to spaces around Old Town Hall. Keep ramps, storefront entrances and pedestrian routes clear.
3. **Move your vehicle to legal parking.** All vehicles must be clear of the loading area by **9:30 AM**.
4. **Return on foot and finish setting up.** Be ready to sell at **10 AM**.

Running late?

Running late? Let us know as soon as you can. Text [978-224-8856](text:978-224-8856) with Derby Square, your booth/business name and your estimated arrival time. We will do our best to get you in before the road closes. Wait for staff directions before entering the loading area.

Pack before you travel

Bring a sturdy cart or dolly that can handle your inventory and equipment. You will move supplies from the staff-directed unloading spot to your booth. Plan for multiple trips and a complete pack-out every night.

Bring **at least 50 lb of weight per tent leg**, charged payment equipment, battery lighting, weather protection, layers, water and food. Plan legal parking and allow time to walk back.

No stakes or generators. No event-provided Wi-Fi. General artisan booths have no guaranteed power; plan to operate without it unless a supply has been specifically confirmed for your booth.

For access assistance, contact the team before your market day.

Parking & vendor resources

Move out of the unloading area after unloading. Follow posted parking restrictions and check current [parking options](#) and [City October transportation updates](#). **Plan your walk back:** the City will not provide October weekend shuttle service in 2026.

Use [Vendor 411](#) for parking/app links and promotional graphics. Share only your confirmed dates and venue, and retain the artwork credit shown there.

2. During the day

This week's hours and programming

This week: Friday, October 23, 10 AM-7 PM, Derby Square / Artists' Row only; Saturday, October 24, 10 AM-8 PM; Sunday, October 25, 10 AM-6 PM. There are no Front Street vendor booths on Friday, October 23. Attend only your confirmed dates.

Programming will appear in the weekly update when ready. Check times, locations and any access changes with your helpers.

Keep app notifications enabled during the market day. Read City and Destination Salem updates when safe to do so, and continue checking vendor email and following on-site staff directions.

Stay through closing; wait for vehicle clearance

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

Staff will explain the load-out process each night and tell you when breakdown, load-out and vehicle access can begin. These decisions follow City and police direction. Wait for staff clearance before driving into the designated loading area, including for an early departure. Vehicles do not drive up to the spaces around Old Town Hall.

Keep your space safe and welcoming

Keep walkways and neighboring booths clear, keep valuables secure, and contact staff if a problem develops. **Booths must remain attended. No smoking or incense at booths. Take your vendor waste with you.**

Weather and schedule changes: Delays and closures are very rare. If a change is needed before arrival, we will notify you by email. Once you are on site, staff will inform you directly. Check your vendor email before traveling and follow staff instructions at the market.

Restrooms, breaks & accessibility

On Saturdays and Sundays, restrooms are available in Old Town Hall and on Artists' Row. For other options, including on other market days, use Destination Salem's [online restroom locator](#) or [Destination Salem app](#). Ask staff for directions or help locating an accessible option.

Need a short restroom break? Text [978-224-8856](tel:978-224-8856) with your **venue, booth name and request**. Staff can provide brief booth sitting where and when needed. Wait until coverage is arranged before leaving.

Booth sitting is for short breaks, not extended coverage. Contact the team before market day if you need access assistance.

Contact the Marketplace team

Kelly and Sue are your on-site leads at Derby Square. Contact them for help with issues during the market. John has the final say on market decisions. Text is the best way to reach the Marketplace team while staff move around the venue.

Text the team: [978-224-8856](tel:978-224-8856). Include Derby Square, your booth/business name and request. Add your booth number if assigned and market date when relevant.

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.

Before market day or for booking questions: john@creativecollectivema.com.

3. Load-out & daily breakdown

Know tonight’s plan; wait for staff

Staff will walk you through the load-out plan each night. Following direction from the City and police, staff will tell you when to begin breaking down, when to start loading out and when vehicles may return to the designated loading area. Make sure everyone helping at your booth knows that evening’s plan.

Wait for staff instructions at each stage. Closing time alone is not permission to begin breakdown, retrieve your vehicle or drive into the loading area. Vehicles do not drive up to the spaces around Old Town Hall.

- 1. Begin breaking down when staff say it is time.** Keep pedestrian routes clear.
- 2. Begin load-out when staff direct you.** Wheel everything from your booth to the staff-directed loading spot, keeping ramps and pedestrian routes open.
- 3. Retrieve your vehicle only when staff tell you to.** Wait for explicit clearance before driving into the designated loading area, then load promptly. Vehicles do not come up to the spaces around Old Town Hall.

Follow that evening's access instructions

Check the latest weekly instructions for your market dates. Staff will explain that evening’s plan, following City and police direction. If you missed the instructions or are unsure what to do next, ask staff before acting.

Keep ramps, storefront entrances, pedestrian routes and neighboring booths clear. Wait for your assigned loading spot; do not pull up wherever there is a gap.

Check your booth area for belongings and waste before leaving. Take all vendor waste with you.

Everything goes home every night

Full breakdown every night. Take your tent, tables, displays, merchandise and equipment home, even if you are booked here again tomorrow.

This includes consecutive days and October 30 into October 31. There is no overnight tent or equipment storage at Derby Square.

Allow time and vehicle space for the full setup and breakdown each day. Check in again tomorrow for that day’s booth assignment.

Before your next market day

Return to Vendor 411 and read the next dated update. Recheck your venue, hours, loading instructions and programming, keep app notifications enabled, and check in again for that morning’s booth assignment.

Thanks for helping us take care of Derby Square and one another. We look forward to seeing you at check-in!

John and the Creative Collective team

Season dates & public hours

Season schedule for planning only. Use the latest weekly guide for your booked dates and access instructions. This table does not add dates to your booking. All times are local to Salem.

Date	Day	Public hours
Sep 26	Saturday	Canceled
Sep 27	Sunday	Canceled

Date	Day	Public hours
Oct 2	Friday	Canceled at Derby; vendors at Pedestrian Mall
Oct 3	Saturday	10 AM - 8 PM
Oct 4	Sunday	10 AM - 6 PM
Oct 9	Friday	10 AM - 7 PM†
Oct 10	Saturday	10 AM - 8 PM
Oct 11	Sunday	10 AM - 6 PM*
Oct 12	Monday	10 AM - 6 PM
Oct 16	Friday	10 AM - 7 PM†
Oct 17	Saturday	10 AM - 8 PM
Oct 18	Sunday	10 AM - 6 PM
Oct 23	Friday	10 AM - 7 PM†
Oct 24	Saturday	10 AM - 8 PM
Oct 25	Sunday	10 AM - 6 PM
Oct 30	Friday	10 AM - 8 PM
Oct 31	Saturday	10 AM - 9:45 PM
Nov 1	Sunday	10 AM - 6 PM

September 26-27: canceled at the City of Salem's direction. Affected vendors are being rebooked, including on the makeup Fridays below.

Past date - October 2: the Derby Square / Front Street market was canceled; the 16 confirmed Friday vendors attended the Pedestrian Mall. This past relocation does not change your venue for October 9 or any later booking.

†Makeup Fridays, October 9, 16 and 23 (10 AM - 7 PM): for vendors rebooked from the canceled September 26-27 markets. Attend only if a Friday is confirmed in your booking.

***October 11: Holiday hours may apply.** The scheduled close is 6 PM. Any extension will be communicated that day.

October 30: participation requires a separate confirmed booking. A Halloween booking does not automatically include Friday.

October 31: public close is 9:45 PM. Staff will tell you when to begin breakdown and load-out, and when vehicles may return, following City and police direction. Allow extra time on crowded nights.