

Old Town Hall food court vendor guide

October 15-18, 2026 | PDF edition 20261012
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Welcome to the Old Town Hall food court in Salem! Use this guide for initial move-in, the operating day, and closing up or moving out. Share it with everyone working your space.

Questions or arrival help? Use the Old Town Hall WhatsApp group. [Contact options](#)

Weekly guide: October 15-18, 2026

Thursday, October 15: noon-7 PM

Friday, October 16: noon-7 PM

Saturday, October 17: 11 AM-8 PM

Sunday, October 18: 11 AM-6 PM

Attend only your confirmed dates.

Sep 21 Initial move-in | Sep 24 Food court opens | 25 dates Season calendar

Confirm your assigned space with the team before setting up. Your booking determines the dates and footprint you may use.

Move-in begins Monday, September 21, by arrangement with Tia. Confirm your arrival slot in the Old Town Hall WhatsApp group before traveling. Use the [loading route and map](#) below; bring a sturdy cart or dolly. Building access hours do not replace your appointment.

Daily setup begins two hours before public opening. Usually enter through the Pedestrian Mall side door and check in with the manager on duty. Be ready to take orders and serve at opening. Arrange earlier access with Tia in advance.

Follow staff directions for vehicle access and unloading. Do not enter a closed street or move a barricade. Public opening hours are not permission to drive up to the building.

Your booth and approved equipment can stay for your booked run. Take highly perishable items home whenever possible. Read the [overnight storage and power-outage policy](#) before leaving food or products.

[Latest Old Town Hall 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.

Join the Old Town Hall WhatsApp group and enable notifications. See [Help & contacts](#) for joining help, and keep checking Vendor 411 and vendor email each week.

Update for October 15-18, 2026

Thursday-Sunday service | Attend only your confirmed dates

This week

Thursday, October 15 and Friday, October 16: noon-7 PM. Saturday, October 17: 11 AM-8 PM. Sunday, October 18: 11 AM-6 PM. Daily setup begins two hours before opening; be ready to take orders and serve at the posted opening time. Arrange any additional prep time with Tia in the Old Town Hall WhatsApp group in advance.

Programming & shared spaces

Creative Collective operates the food court; History Alive programs the building. Weekly programming and any effect on vendor access will be added when ready.

Food-vendor paperwork

If your food-permit application or vendor paperwork is still outstanding, complete it now and tell Tia your status. The September 14 requested target has passed. See [Food permits](#); use your confirmed operating dates and do not submit a duplicate application.

Changed hours & daily setup

Hours have changed from last year. **Be ready to take orders and serve customers at the posted public opening time.** Daily setup begins two hours earlier. Arrange any additional prep time with Tia in the WhatsApp group in advance, and check the dated schedule for your booked days.

1. Initial move-in & setup

September 21: plan your arrival

Initial move-in is Monday, September 21. Tia Cole is the main lead for Old Town Hall. Arrange your arrival slot in the Old Town Hall WhatsApp group before traveling, including if you start later in the season. Tia and the team will coordinate unloading around History Alive's 1:30 PM show. The building's broader access window is for the activation team; it is not permission to arrive at any hour.

If you are running late, post in the Old Town Hall WhatsApp group with your business name and estimated arrival. If you cannot access the group, text [978-224-8856](tel:978-224-8856). Wait for staff directions before unloading.

Loading route: Essex Street / Pedestrian Mall side

GPS: 32 Derby Square, Salem MA 01970. Follow the route below only at your agreed arrival time and with staff clearance. The north entrance is on the Essex Street / Pedestrian Mall side; the Derby Square end is south.

Hazard lights on; walking speed; pedestrians and tour groups have priority. Stop whenever the path is not clear. If you have a passenger, have them guide you on foot. Bring a sturdy cart or dolly and check doorway clearance before moving large equipment.

Loading is temporary; there is no general vendor parking around Old Town Hall or in Derby Square. Keep fire lanes, the ramp, doors and south-side exit staircase clear. Move to legal municipal parking after unloading. Any special parking arrangement requires separate building approval and a displayed pass; do not assume you have one.

1. From Washington Street, turn onto Front Street, then left onto Central Street. Take the first left onto Holyoke Court, the small brick passage behind Front Street Coffeehouse.
2. At Old Town Hall, turn right after the row of trees and continue around to the north / Essex Street ramp and front doors. Follow staff to the far-side unloading point and pull fully in, leaving room for vehicles and pedestrians to pass.
3. Check in and confirm your assigned space, unload and wheel your setup inside. Do not use the map as permission to block an entrance or choose an unassigned space.
4. To exit, continue around the building with two left turns, return along Holyoke Court and turn left onto Central Street. Park legally and return on foot to finish setting up.

Food permits: apply and share your status

If your food-permit application or vendor paperwork is still outstanding, complete it now and share your status with Tia in the Old Town Hall WhatsApp group. The requested September 14 target has passed; tell the team promptly about any missing information or delay.

Apply online through the [City of Salem Board of Health permit page](#) if you have not already applied for this year's Old Town Hall operation. Have your business/contact information, menu, food preparation plan, equipment details and any documents requested by the City ready.

Obtain the required Board of Health approval before serving food. Submitting an application does not grant approval.

1. Identify Old Town Hall and use your confirmed operating dates. If dates are still being finalized, coordinate with Tia before entering them.
2. Share your business name, application number and current status in the WhatsApp group. If you have already applied, do not submit a duplicate.

Permit update pending: We are confirming this year's permit coverage, application details and inspection arrangements with the Board of Health. Updates will be posted here and shared in the WhatsApp group and vendor email. Contact the team if you are unsure how to complete a field.

Plan your indoor food setup

Old Town Hall does not have a commercial kitchen. Plan your menu, off-site preparation and on-site service around your approved setup.

No open flames, propane, butane or Sterno inside. Electric cooking and heating equipment need advance approval and a confirmed power allocation. Outdoor cooking is a separate approval process; do not assume it is included.

Use floor-protection mats beneath food preparation, hot-holding, refrigeration and equipment that may drip or spill.

Confirm equipment, power & water

Power is always a challenge at Old Town Hall. If you have any major new equipment or power needs this year, please let us know ASAP. Post in the Old Town Hall WhatsApp group so Tia and the team can plan before move-in.

Share a photo, make and model number of equipment that needs power, along with its wattage/ampereage if available. Include refrigeration and hot-holding needs, and flag any changes to equipment details you have already provided. Use only your assigned outlets and check with staff before adding or changing equipment.

Water is available in the basement. See the handwashing update below before planning your setup.

Vendors are responsible for removing all wastewater, grease and food waste from their operations. Plan for collection and removal as part of your setup and daily closing routine.

Handwashing update pending: Basement water is available, but Board of Health confirmation of the downstairs handwashing arrangement for this year is still pending. Confirm the approved arrangement with the manager before service.

Wi-Fi & card payments

Vendor/staff Wi-Fi: Old Town Hall. Ask Tia or check the Old Town Hall WhatsApp group for the password. Keep these access details within the vendor/staff group; do not share them with the public.

Public Wi-Fi: City of Salem. No password is required, but you must complete the verification step when connecting.

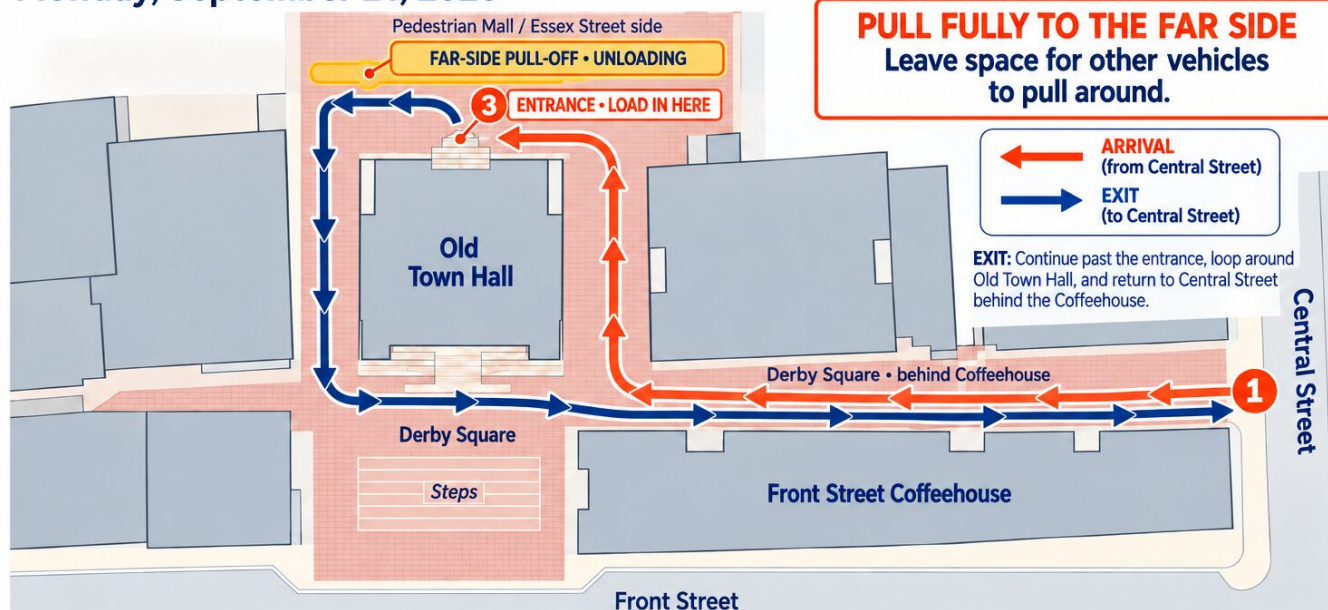
Connect and test your card reader before opening. Keep a cellular connection or hotspot available as a backup.

Loading & venue reference

OLD TOWN HALL • MOVE-IN

Monday, September 21, 2026

DRAFT FOR REVIEW v3



- 1** Enter from Central Street.
- 2** Follow behind Front Street Coffeehouse.
- 3** Load at the far side (Pedestrian Mall side).

No reserved parking spaces needed.
Arrival times pending • Coordinate with John, Tia and Sam.
Schematic — not to scale. Draft for review; stopping positions to be coordinated on site.

Creative Collective • Base reference: Google Maps

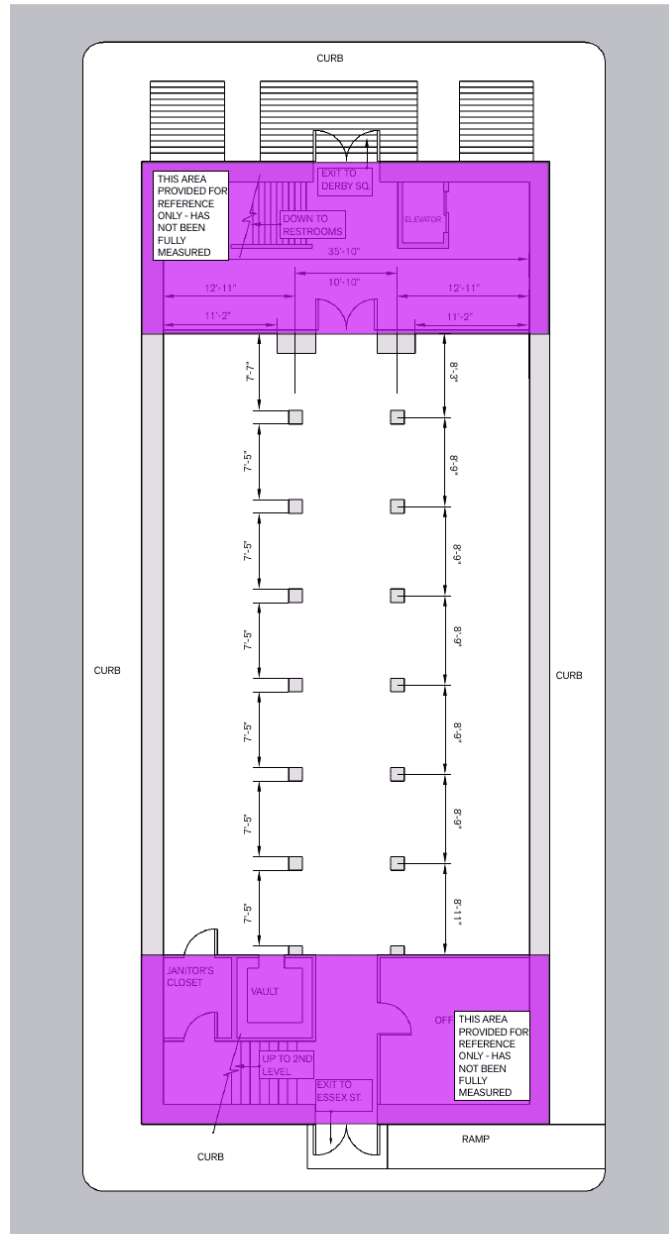
September 21 move-in map: orange arrival, yellow unloading area, blue exit loop. Not to scale; staff assign arrival slots and stopping positions. Pedestrians and tour groups have priority. [Open full-size loading map](#)

[Open full-size reference online](#)

Old Town Hall · Building reference, not a loading route

**OLD TOWN HALL
FIRST FLOOR PLAN**

DRAWN BY LINDA MULLEN
JULY 30, 2024



Building reference by Linda Mullen, July 30, 2024. End areas are not fully measured. Use this for orientation only; it does not show current booth assignments or vehicle access. Vendors typically use the Pedestrian Mall side door for daily entry; follow staff directions for move-in.

[Open full-size reference online](#)

2. During the day

Daily arrival & setup

Vendors have two hours before public opening to set up. For a noon opening, access begins at 10 AM; for an 11 AM opening, access begins at 9 AM. If you need more time or earlier access, arrange it with Tia in the Old Town Hall WhatsApp group in advance.

For daily pedestrian access, use the Essex Street / Pedestrian Mall side entrance unless staff direct you elsewhere. This does not permit vehicle access or change the two-hour preparation window. Ask the manager for help with access; do not operate door controls, prop doors with stones or bricks, or adjust window hardware.

Check in with the manager on duty when you arrive each day. Tia covers most days, with Samantha as backup. If you are unsure who is covering Old Town Hall, ask in the WhatsApp group.

Open on time and stay through closing

Food service starts at the posted public opening time. Complete setup and preparation beforehand so you are ready to take orders and serve customers when the food court opens. Use the two-hour setup window to get ready.

Hours have changed from last year. Use this year's dated schedule and weekly updates when planning your arrival and staffing. Thursday and Friday normally open at noon; Saturday, Sunday and October 12 open at 11 AM. See the [season schedule](#) for exceptions.

We understand that things come up, and we appreciate everyone staying until closing. Leaving early affects the other vendors and our visitors. Contact the team before packing up early.

Work together in the shared building

Creative Collective manages the food court, and History Alive programs the hall. Keep your agreed footprint, entrances, ramp, shared walkways and the south-door exit staircase clear. Do not run cords through storm windows. Leave the broken window far left of the stage facing the Pedestrian Mall closed; ask the manager about ventilation.

Keep your space attended, tidy and ready for visitors. No smoking or incense at vendor spaces. Deal with spills promptly and tell the team if an issue affects a shared route.

Check the weekly programming update and follow the team's directions for room handoffs and busy periods.

The building receives morning cleaning, with extra visits on weekends and October 29-31. This does not replace cleaning your own space or removing vendor waste. Report restroom, spill or supply problems to the manager on duty; do not assume a cleaner is on site.

Restrooms, breaks & help

Old Town Hall has accessible restrooms downstairs at the Derby Square end. They are open while the team is in the building, provided the facilities are functioning. Ask the manager on duty for directions. Other options are listed in the [Destination Salem restroom locator](#) and [app](#).

Plan breaks with your own team whenever possible. If needed, the manager on duty can briefly watch your booth. This is short-term help; food handling and service should remain with your vendor team. Do not rely on the manager to prepare, handle or serve food.

For a brief break or other help, ask the manager on duty or post in the Old Town Hall WhatsApp group with your business/booth name and request. If you cannot access the group, text [978-224-8856](tel:978-224-8856). Confirm coverage before leaving your space.

Reach the Marketplace team

Tia Cole is the main lead for Old Town Hall, with Samantha providing backup. Check in with the manager on duty each day. Sue and Kelly are usually on site early on Saturdays and Sundays managing Derby Square. Coordinate food-court and building issues through the Old Town Hall team; shared-programming arrangements involve History Alive.

Join the Old Town Hall WhatsApp group and turn on notifications. The group brings together vendors, staff and the 360 photobooth team. Use it to coordinate arrival times, unloading directions and routine venue questions with Tia so the team can keep track of the conversation. Use the invitation sent to you, or ask the team for help joining.

If you cannot access WhatsApp, text [978-224-8856](tel:978-224-8856). Include Old Town Hall, your business/booth name and request. Add your market date when relevant. John has the final say on Marketplace decisions.

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 vendor-chat reply in an emergency.

Delays or closures are very rare. We will email before arrival if a change is needed; once on site, follow staff instructions.

3. Closing up & final move-out

Close for the day without dismantling your booth

Your booth and display may remain for your booked run. Follow the manager on duty's closing instructions.

Clean your work area and remove all wastewater, grease, food waste and other waste from your operation; vendors remain responsible for these removals. Do not pour waste into building drains or leave it for the professional cleaner. Coordinate any restocking or equipment-removal vehicle access with staff.

For building trash that the manager directs you to place in the designated bin, anything that will not fit must be in a City orange overflow bag. Ask the manager for bags and the approved placement. Do not leave loose bags beside bins, move locked bins or place trash in front of Old Town Hall. The building team handles curbside collection; keep all exits and shared routes clear.

Check out with the manager on duty before leaving each night. The Marketplace team is responsible for locking up the building.

Overnight storage & power

Food and products may remain on site during your booked run. Refrigerators and other equipment approved by the team may remain powered overnight. Confirm your equipment and power arrangement with the manager before leaving.

We strongly recommend taking highly perishable items home each night. Overnight power cannot be guaranteed. The Marketplace team cannot take responsibility for food or product loss caused by an overnight power outage.

Arrange final move-out

Complete final move-out during the week after November 1, at a time agreed with Tia. Building access ends Saturday, November 7 at 11:59 PM; arrange an earlier staffed appointment and finish before that cutoff. This does not authorize late-night or unstaffed access. If your booking ends earlier, coordinate departure at the end of your booked run.

Wait for staff directions before retrieving a vehicle or using the unloading point. Bring your cart or dolly, remove your inventory, displays and equipment, and leave the assigned space clean. Ask the team to check the area before you leave.

Before your next operating day

Reopen [Vendor 411](#), read the latest venue update and vendor email, and keep app notifications enabled. Share any changes with your helpers.

Season dates & public hours

Food-court calendar for planning. Attend only your confirmed dates; building-use dates and History Alive's schedule are separate. All times are local to Salem.

Date	Day	Public hours
Sep 25	Friday	Noon-7 PM
Sep 26	Saturday	11 AM-8 PM
Sep 27	Sunday	11 AM-6 PM
Oct 1	Thursday	Noon-9 PM
Oct 2	Friday	Noon-7 PM
Oct 3	Saturday	11 AM-8 PM
Oct 4	Sunday	11 AM-6 PM
Oct 8	Thursday	Noon-7 PM
Oct 9	Friday	Noon-7 PM
Oct 10	Saturday	11 AM-8 PM
Oct 11	Sunday	11 AM-6 PM* Holiday hours may apply.
Oct 12	Monday	11 AM-6 PM
Oct 15	Thursday	Noon-7 PM
Oct 16	Friday	Noon-7 PM
Oct 17	Saturday	11 AM-8 PM
Oct 18	Sunday	11 AM-6 PM
Oct 22	Thursday	Noon-7 PM
Oct 23	Friday	Noon-7 PM
Oct 24	Saturday	11 AM-8 PM
Oct 25	Sunday	11 AM-6 PM
Oct 29	Thursday	Noon-7 PM
Oct 30	Friday	Noon-7 PM
Oct 31	Saturday	11 AM-9:45 PM
Nov 1	Sunday	11 AM-6 PM

October 11: Holiday hours may apply. Keep the 6 PM scheduled close unless staff communicate a change.

October 30: Old Town Hall retains its Friday noon-7 PM schedule. **Halloween:** 11 AM-9:45 PM.