



Participant Guide

DETAILS SUBJECT TO CHANGE - GUIDE AS OF 9.17.18

Road closure procedures, detours and parking restrictions begin at 5:00 p.m. on Saturday, September 29.

EXHIBITOR SCHEDULE

8:30 a.m.	EXHIBITOR SET UP
10:45 a.m.	NO ADDITIONAL VEHICLES PERMITTED ON THE EVENT SITE
11:00 a.m.	ALL VEHICLES MUST BE OFF FESTIVAL EVENT SITE
NOON	FESTIVAL START
5:00 p.m.	FESTIVAL END
6:00 p.m.*	VEHICLES MAY NOT BE MOVED PRIOR TO 6:00 pm

*Subject to the discretion of the Morristown Police Department.

Set-up Instructions

Set-up time is between 8:30 a.m. and 11:00 a.m.. For the safety of participants and patrons, all vehicles must be removed from the event area by 11:00 a.m..

NO EXHIBITORS WILL BE PERMITTED ON THE EVENT SITE WITHOUT A VEHICLE ACCESS PASS.

No vehicles will be permitted to enter the event site after 10:45 a.m.

Due to safety concerns, the Morristown Police Department has indicated that those participants not adhering to the 11:00 am deadline will receive a summons.

DO NOT BLOCK FIRE HYDRANTS - the Fire Department prohibits vehicles that unload and block the fire hydrants.

Event Hours

Event hours are 12noon to 5:00 p.m. We ask that you arrive on time and that your booth remain open throughout the scheduled hours. Vehicle traffic & loading will not be permitted until after 6:00 p.m. (or when the Town of Morristown Police Department deems it safe to open the event area to vehicles for unloading).

Payment & Insurance

Liability insurance and all fees must be paid in full and presented before you can occupy your tent. Those exhibitors without insurance and not paid in full will not be permitted to set-up.

Exhibit Area

Exhibitors are permitted to use only up to 5 ft. in front of their tent.

Exhibitor activities are only permitted within allotted event space (tent and 5 ft. in front of tent). This includes any solicitation, product or 50/50 ticket sales, information distribution and visual aids. Roaming and collateral distribution are not permitted.

Unauthorized event activities cannot be permitted on the Festival site.

* NO unauthorized POWER is permitted, including generators.

* NO unauthorized AMPLIFIED SOUND is permitted. Personal PA systems, music and performances are not permitted, unless authorized by Morristown Partnership.

*NO unauthorized Exhibitors permitted. ALL participants must be paid and insured to participate at the Morristown Festival on the Green.

Weather

The event takes place rain or shine. There are no refunds for "no-shows".

Safety and Weather Emergency Evacuation Plan

Full Safety and Weather Emergency Evacuation Plan PDF Document at end of document.

Road Closure Procedures, Detours & Parking Restrictions



SATURDAY, SEPTEMBER 29, 2018

SUNDAY, SEPTEMBER 30, 2018

A Morristown Partnership Event





ALL ON STREET PARKING IN GREEN AREA TO CLOSE AT 5PM on SATURDAY 9/29/18

Detour Recommendations

202 South Detour through Morristown

- Right on Early Street
- Left on Atno Avenue
- Left on Washington Street
- Right on Western Avenue
- Left on Ann Street

202 North Detour through Morristown

- Left at Fork at Market Street
- Right on Ann Street
- Right on Western Avenue
- Right on Washington Street
- Left on Cattano Avenue

Washington Street to South Street

- Right on Western Avenue
- Left on Ann Street
- Right on Mt. Kemble Avenue
- Left on Macculloch Avenue
- Left on Miller Road

South Street to Speedwell Avenue

- Left on Elm Street
- Left on Morris Street
- Right on Spring Street

EVENT SITE: NO on-street parking after 5PM

ROADS CLOSED at 7PM: No Vehicle Access

GARAGE ACCESS ONLY after 7PM: 12AM Closure

**** NEW POLICY ****

BEGINNING SATURDAY, SEPTEMBER 29, 2018 AT 7PM

ALL EVENT AREA PATRONS MUST PROCEED TO DESIGNATED RIDE SHARE PICK-UP/ DROP-OFF LOCATIONS TO CALL YOUR UBER OR LYFT

NO VEHICLES WILL BE PERMITTED WITHIN THE EVENT SITE ONCE CLOSURES ARE IN PLACE



WWW.MORRISTOWN-NJ.ORG

Vehicles

NO EXHIBITORS WILL BE PERMITTED ON THE EVENT SITE WITHOUT A VEHICLE ACCESS PASS.

A printable Vehicle Access Pass will be available once the Exhibitor completes the acknowledgement emailed to Exhibitor contacts on 9.17.18.

Vehicles are only permitted to access the event site for set-up at checkpoints on Market Street, Washington Street and Morris Street.

The Vehicle Access Pass is to identify you and your vehicle as an Exhibitor. It is not a permit to park on the event grounds, to park illegally or without charge in local lots.

IN ORDER TO FACILITATE ORGANIZED AND SAFE TRAFFIC PATTERNS, PLEASE ACCESS THE FESTIVAL EVENT SITE FROM THE CLOSEST DESIGNATED ENTRY POINT TO YOUR TENT LOCATION. ALL VEHICLES MUST TRAVEL THE STANDARD TRAFFIC PATTERN AROUND THE MORRISTOWN GREEN.

Please unload as quickly as possible and remove your vehicle prior to the remainder of your set-up. This will greatly improve delivery of tables and chairs as well as facilitate the overall set-up process.

Location Assignments

Please set up in your assigned tent. If you have any difficulty finding your location, please check with the Festival EVENT STAFF located at the Morristown Partnership tent on West Park Place/Market Street (in front of Starbucks). Do not set up if you are not certain that you are in the right location. The site layout is posted on the Morristown Festival on the Green Event Website. All locations are subject to change prior to the event.

EXHIBITOR LOCATIONS PDF at end of document.

Event Site Access



SUNDAY, SEPTEMBER 30, 2018

LOCATION MAP



Festival Event Site access is permitted from the following Streets ONLY:

- Morris Street
- Market Street
- Washington Street

Festival Event Site access is NOT permitted from the following streets:

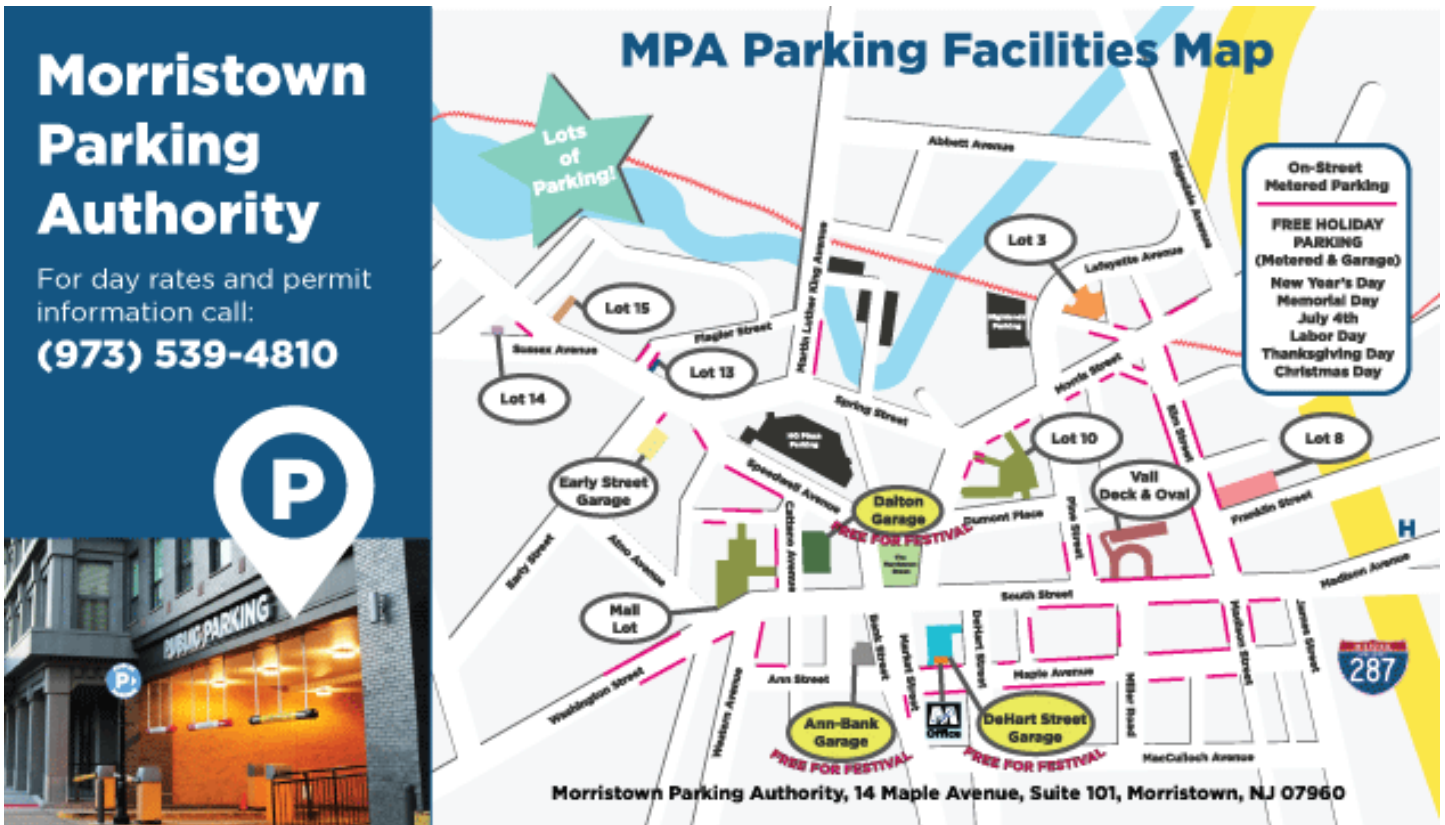
- DeHart Street
- South Street
- Bank Street
- Schuyler Place
- Speedwell Avenue
- Water Street

LOAD-IN PROCEDURES SUBJECT TO CHANGE PRIOR TO EVENT DATE

Parking

Free parking will be available to exhibitors at all available Morristown Parking Authority: garages, public surface lots and on-street meters outside of the event site.

Please see map for parking details.



Under no circumstance will anyone be permitted to park within the event site.

The Morristown Police Department will be on site to issue summonses to violators.

Rentals

Morristown Partnership does not provide rentals, including tables and chairs, with your Exhibitor* registration. You may contact our preferred vendor, All County Rental, for pricing and availability.

All County Rental
 (973) 267-1255
<https://www.allcountyrental.com/>

*NOTE: Event sponsors only: Please connect with Karen Carvelli to discuss your table and chair needs, they are provided per your agreement.

Food & Drink Preparation

All food vendors must bring one garbage receptacle for setup next to event tent. Please consider bringing recycling receptacles if selling aluminum or glass bottles or cans.
 ALL food and/or beverage products, served or sold to the public, will require a Health Department approval. Exhibitors MUST submit a TEMPORARY EVENT FOOD VENDOR APPLICATION along with \$50 to the Morristown Partnership by Monday, September 17.

All food vendors and restaurants must comply with cooking, hot and cold holding temperatures, hand washing stations, sanitizing and protection from contamination (i.e. sneeze guards/coverings for food).

INSTRUCTIONS TO FOOD HANDLERS

If you have any questions, please contact the Division of Health directly at (973) 796-1975.

Open Flames or Heating Elements

All Exhibitors using open flame MUST HAVE a 10lb. fire extinguisher present, with a valid tag issued within the last year. (A, B, C).

No tent sidewalls are permitted near grills or open flames. Grills should be placed a safe distance from public access to prevent injury. Space between tents near food vendors is for fire safety purposes. You MAY NOT set up dining areas in these locations.

Make sure all connections from the tank to the grill are secure. No propane is to be stored indoors. Make sure all propane tanks are secure and out of the way of all vehicle traffic. Propane Tanks must be secured to tent legs or other sturdy support (e.g. parking meter).

For questions please contact Michael Geary, Fire Official, Morristown Fire Department, at (973) 292-6605.

Electrical

If you have ordered and paid for electrical service prior to the event, please note the following:

By indicating you require electric on your application provides your tent with one 120V outlet; however, it does not guarantee this outlet will run ALL of your equipment. If you are concerned your organization is bringing equipment that will exceed this capacity, please contact our office immediately so we can arrange additional power to be located at your tent. We cannot accommodate additional power requests the day of the event.

DO NOT attempt to turn on any generator! Unauthorized start-up can cause severe damage to your equipment as well as others. The generator will be turned on between 11:30 am and the start of the event at noon.

You are not permitted to bring your own generator.

Command Center

Morristown Partnership will have a Command Center (8 North Park Place - Next to Jos. A Bank Clothiers) as well as a tent located in front of Starbucks. Staff will be on-hand to assist in locating your exhibit space.

Insurance Requirements, Event Regulations, Indemnification and Hold Harmless Reminder

(Provided with Exhibitor Registration)

INSURANCE REQUIREMENT - Exhibitor agrees to provide the Morristown Partnership \$1,000,000 in liability insurance (naming the Morristown Partnership, 14 Maple Ave, Morristown, NJ 07960 and the Town of Morristown, 200 South Street, Morristown, NJ 07960) additionally insured.

EVENT REGULATIONS * All fees are non-refundable. * The Exhibitor will not be allowed occupancy of the booth space if not paid in full or without required insurance. * The Exhibitor agrees to conduct its booth in a neat, orderly and lawful manner. The Exhibitor will not conduct activity objectionable to Morristown Partnership or other exhibitors. Morristown Partnership reserves the right to restrict any graphic or unsettling material on the day of the event. * No alcohol or tobacco products may be sold or promoted by the Exhibitor at the event. * The Exhibitor is solely responsible for all property prior to, during and after the scheduled hours of the Event. Morristown Partnership assumes no responsibility for materials delivered to or left at the event. * The Exhibitor agrees to abide by the scheduled time and delivery, set-up, teardown and removal of vehicles. * The Exhibitor agrees to remove all debris from their tent as well as the immediate area around their tent.

INDEMNIFICATION AND HOLD HARMLESS - The Exhibitor hereby agrees to protect, defend, indemnify, and hold harmless the Town of Morristown, Morristown Partners, Inc. (dba Morristown Partnership) and its sponsors, employees, agents and representatives from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities arising directly out of or resulting directly from the gross negligence or intentional misconduct of the Exhibitor as it relates to this agreement provided that

VEHICLE ACCESS PASSES WILL BE AVAILABLE ONCE ACKNOWLEDGEMENT OF THE PARTICIPANT GUIDE IS COMPLETE
PARTICIPANT GUIDE WITH ACKNOWLEDGEMENT FORM EMAILED TO EXHIBITOR CONTACT ON 9/17/18

Questions: festival@morristown-nj.org or (973) 455-1133

Morristown Festival on the Green 2018

Exhibitor	Section	Number
18 8 Fine Men's Salons	L	145
Affiliated Dermatologists and Dermatologic Surgeons, P.A.	A	30
Arvay Orthodontics	K	118
Assumption School	L	128
AT&T Morristown	L	140
Atlantic Home Care and Hospice	A	28
Atlantic Stewardship Bank	N	67
barre3 Morristown	L	133
Bath Fitter	B	16
Bayer	B	24
Beenie's Ice Cream	D	58
Beer Tent Tickets	HI	115
Berkeley College	N	63
Berkshire Hathaway HomeServices New Jersey Properties	A	31
Better Homes and Gardens/Rand Realty	K	122
Beyer Family Automotive Group	C	1
Boy Scouts of America	B	14
Bruzzichesi Orthodontics	A	34
CAMBRiA Hotels Morristown	K	121
Center for Spiritual Living Morristown	G	100
Central Property Realtors	N	66
Century 21 Department Store	G	105
CertaPro Painters of Morristown	G	94
Chabad Young Professionals - Morristown	N	64
Chambers Center for Well Being	A	26
Chef Fredy's Table	M	154
Cho's Legacy TKD Martial Arts	N	71
Club at Headquarters Plaza, The	A	42
Club Pilates Morristown	B	22
Coldwell Banker Residential Brokerage	B	20
colly flowers	L	132
Colonial Driving School	G	89
Colonial Junior Lacrosse Club	N	70
ConnectOne Bank	E	76
County College of Morris	L	126
County College of Morris Hospitality	C	4
Discovery Wellness Center, LLC	E	75
Elite Divers	B	12
EmbroidMe	A	35
Family Promise of Morris County	B	17
Famished Frog, The	HI	116
Far Hills Country Day School	HQ	83
FC Motown National Premier Soccer League	D	57
FCUSA New Jersey	M	149
Food Trucks	E	74
Free Flow Chiropractic	B	23
Full-Time Fitness	D	59

Morristown Festival on the Green 2018

Exhibitor	Section	Number
George + Martha's American Grille	L	134
Girl Scouts of Northern New Jersey	N	68
GK's Red Dog Tavern	C	5
Goryeb Children's Hospital	A	25
Green Point Juicery	B	23
Hand and Stone Spa Morristown	A	41
Homeless Solutions, Inc.	G	101
HOPE ONE Van	HI	108
HOPS Craft Bar	HI	116
Huntington Learning Center	G	99
Hyatt Regency Morristown	A	43
Interfaith Food Pantry	N	72
Iron Bar & Revolution Social Brew House	L	131
JackRabbit Morristown	M	150
Jersey Battered Women's Service	G	97
Jerzey Derby Brigade	G	103
Jungle Juice	D	44
Keller Williams Metropolitan	B	11
Kids Place Ticket Sales	HQ	82
Kidz World Pediatric Dentistry and Orthodontics	B	9
Kika Strech Studios Morristown	D	59
Kings Food Markets	M	155
Kitchen Magic	A	40
Kraus Marketing	D	59
Laboratory Hair Studio	D	55
Lakeland Bank	M	152
League of Women Voters of the Greater Morristown Area	L	129
Literacy Volunteers of Morris County	L	128
Macculloch Hall Historical Museum	D	51
Madalina E. Iorgulescu, DMD,MDS,FACP	A	33
Malay	D	44
Market Street Mission	K	125
Massage Heights	L	144
Mayo Performing Arts Center	D	52
Meet Me in Morristown Artist Showcase	HI	112
Mehndi SM23 Ming II	G	104
Mental Health Association of Essex and Morris	A	38
Merci Beauty	M	149
Metropolitan at 40 Park, The	L	146
Modera44 & Modera55	C	3
Montessori Children's Academy, The	G	102
Morris Animal Inn	D	60
Morris County 4H	HI	110
Morris County Board of Elections	HI	110
Morris County Clerk	HI	110
Morris County Democratic Committee	C	2
Morris County Economic Development Corporation	N	62

Morristown Festival on the Green 2018

Exhibitor	Section	Number
Morris County Employment and Training Services	HI	110
Morris County HazMat Vehicle	HI	109
Morris County Health	HI	110
Morris County Heritage Commission	HI	110
Morris County Historical Society	D	50
Morris County Human Services	HI	110
Morris County Independent Candidates	G	95
Morris County Library	HI	110
Morris County Mosquito	HI	110
Morris County Municipal Utilities Authority	G	91
Morris County National Organization for Women	HI	111
Morris County Park Commission	G	90
Morris County Republican Committee	L	136
Morris County Right to Life	A	36
Morris County Sheriff	HI	110
Morris County Tourism Bureau	HI	111
Morris Educational Foundation	D	53
Morris Rugby	N	69
Morris View Healthcare Center	HI	110
Morristown & Morris Township Library	D	49
Morristown Airport/DM AIRPORTS, LTD.	B	19
Morristown Ambulance Squad	E	81
Morristown Animal Hospital	K	123
Morristown Environmental Commission	G	88
Morristown Festival of Books	D	48
Morristown Fire Department	K	117
Morristown Jewish Center Beit Yisrael	G	98
Morristown Medical Center	A	27
Morristown Parking Authority	L	147
Morristown Partnership	L	148
Morristown Partnership Beer Tent	HI	116
Morristown Partnership Carnival Games	G	107
Morristown Partnership Command Center	G	106
Morristown PBA Local #43	G	85
Morristown Seventh-day Adventist Church	G	93
Morristown Taekwon-Do LLC	G	86
Morristown Unitarian Fellowship	G	96
Morristown United Methodist Church	N	63
Mrs. Wilson's	G	92
NBD Training Zone	L	143
New York Life Insurance Company	G	94
Nicaragua Project, The	E	79
Office Tavern Grill, The	L	134
Origin Thai 2	M	153
Original Music School, The	D	45
Peapack-Gladstone Bank	A	39
Pierogies House	HI	113

Morristown Festival on the Green 2018

Exhibitor	Section	Number
Pinot's Palette	K	120
Playa Bowls	B	10
PNC Bank	B	8
Presbyterian Church in Morristown, The	E	78
Preschool Advantage	B	18
RE/MAX Select	M	151
Red Oaks School, The	E	77
Renew Cryotherpay Body Mind	B	21
Restoration House Church of Morristown	A	37
Retina & Eye Specialists of New Jersey	L	130
Revolution Social Brew House	L	131
Rod's Steak & Seafood Grille	C	5
Roots Steakhouse	L	142
Rotary Club of Morristown	E	80
Rutgers Master Gardners	HI	110
Sandi's Soulbites	B	15
Scheer Immigration Law Group, The	K	124
Seabrook	N	65
Seasons Olive Oil & Vinegar Taproom	L	127
ShopRite of Greater Morristown	C	7
South Street Yoga and Nutrition	L	139
Spavia Greater Morristown	D	56
State of NJ - Division of Child Protection and Permanency: Be a Foster or Adoptive Parent	B	13
Summit Medical Group	C	6
Sustainable Morristown, Inc	D	47
TD Bank	K	119
Temple B'nai Or	A	32
Tito's Burritos & Wings	HI	114
Town bar + kitchen	N	73
Town of Morristown	G	87
TransOptions	N	61
United Powerball League	L	137
Urban Table	L	141
Visiting Nurse Association of Northern New Jersey	HI	111
Wash N' Wiggle Pet Service Center	D	46
Weichert Realtors Morristown East Office	L	138
West End Residential	D	54
Willow School, The	HQ	84
Woman's Club of Morristown, The	L	128
Women's Association Morristown Medical Center (WAMMC)	A	29



Safety and Weather Emergency Evacuation Plan

Morristown Festival on the Green is held rain or shine.

The events cannot occur, as scheduled, if the following conditions prevail:

- Lightning
- High Winds
- Emergencies

All staff, exhibitors and subcontractors will be advised of safety protocols prior to the event through the distribution of this documentation. The safety of the guests and event participants is a vital concern to the event managers and producers. This document will address the procedure to be utilized in the event that an emergency arises during the day.

Severe Weather & Emergency Evacuation Plan

Severe Weather

Forecast Consistently Monitored - Event officials (Morristown Partnership) will monitor the weather forecasts, satellite radar readings and the NOAA weather radio for New Jersey and specifically Morris County, in advance of the event in order to be advised of the possibility of storm activity. In addition, the weather forecast will be monitored throughout the day via a wireless computer on the event site and NOAA weather radio.

Suspension of Event Schedule

Should lightning occur that is within a 20 to 30 minute range of the event site, all programming will be suspended until the lightning/storm activity has passed.

Evacuation of Festival Site

If severe inclement weather is observed on the satellite radar systems and such severe weather is approaching within 20 to 30 minutes of the event site or if the severe weather pattern is clearly discernible, then the event site will be evacuated. Additionally, other emergencies can develop very rapidly. Make sure you are equipped to move to a total or relative place of safety without delay. The decision to evacuate will be made in consultation with local Police and Fire Departments.

Police Department/Traffic Flow

Once the decision to evacuate the Festival Site has been made, the Police Department (if not already cognizant of the decision) must be immediately notified so that police officers will be able to facilitate traffic moving from the area.

Notice to Participants/Spectators

The decision to evacuate the event site will be communicated as follows:

Event personnel/volunteers will canvas the event area to advise the evacuation order and direct to evacuation sites.

This Safety and Weather Emergency Evacuation Plan will be posted on the event website and through social media.

This Safety and Evacuation Plan will be provided, in advance of the event.

This Safety and Evacuation Plan will be posted at the Festival Command Center (North Park Place) and the Morristown Partnership event tent (West Park Place).

Evacuation Sites

All persons should evacuate to Morristown Parking Authority covered parking facilities:

- The Dalton Garage: 1 Cattano Avenue
- The Ann/Bank Garage: 30 Schuyler Place
- DeHart Street Garage: 4 DeHart Street

Restarting Event

The decision to resume the event will be made by the Morristown Partnership in consultation with local Police and Fire Departments. In most cases current radar data will need to be available showing that the dangerous weather has passed and there is no potential for further cells to pass through the area.

The decision to resume event activities will be communicated as follows:

Morristown Partnership will use web and social media platforms to communicate "all clear".

Modification of Event Schedule Due to Lightning or Storm Activity

Every effort will be made to adhere to the established event schedule. Should a delay occur due to lightning or storm activity; and the delay is so lengthy as to render adherence to the original event schedule impossible, events and activities will be cancelled or modified to the best of our ability.

Notification

In the event of an emergency at the Morristown Festival on the Green, please visit the following web and social media sites for developing information:

www.morristown-nj.org

Facebook: @MorristownPartnership

Instagram: @DowntownMorristown

Twitter: @ShopMorristown