



## 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](http://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:

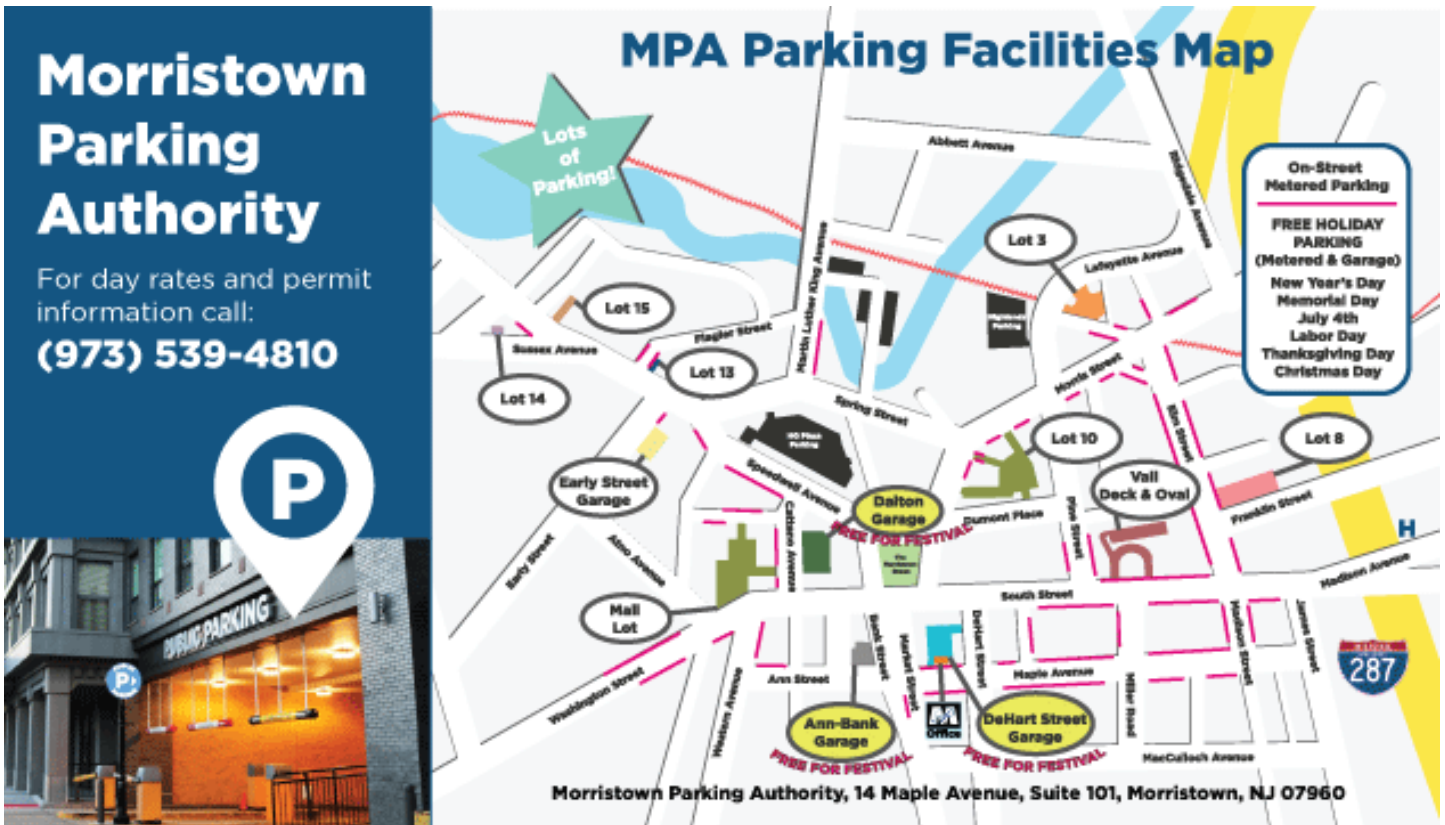
- DeHart Street
- South Street
- Bank Street
- Schuyler Place
- Speedwell Avenue
- Water Street

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