Participant Guide
AS OF 9.16.19 - DETAILS SUBJECT TO CHANGE

Participation is not permitted without prior approval and completed registration via the Morristown Partnership.

Exhibitor Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am</td>
<td>EXHIBITOR SET UP</td>
</tr>
<tr>
<td>10:45 am</td>
<td>NO ADDITIONAL VEHICLES PERMITTED ON THE EVENT SITE</td>
</tr>
<tr>
<td>11:00 am</td>
<td>ALL VEHICLES MUST BE OFF FESTIVAL EVENT SITE</td>
</tr>
<tr>
<td>NOON</td>
<td>FESTIVAL START</td>
</tr>
<tr>
<td>5:00 pm</td>
<td>FESTIVAL END</td>
</tr>
<tr>
<td>5:30 pm (or later)</td>
<td>VEHICLES PERMITTED ON EVENT SITE FOR LOADING</td>
</tr>
</tbody>
</table>

at the discretion of the Morristown Police Department but not prior to 5:30 pm

Road closure procedures, detours and parking restrictions begin at 5:00 p.m. on Saturday, September 28.

Set-up (8:30 am – 11:00 am)

VEHICLE ACCESS PASS will be required for all exhibitors to access the event site; no exceptions.

- Vehicle Access passes will be made available to each exhibitor upon acknowledgement of the Participant Guide Email sent on 9.16.19.
- Vehicle Access passes are for loading and unloading prior to and at the conclusion of the event ONLY – no parking is permitted on the event site during the event hours; and they also do not allow you to park illegally or without charge in local lots.
- Vehicles Access points of entry are limited to: Market Street, Washington Street and Morris Street. Please access the event site from the closest designated entry point to your tent location. All vehicles must travel the standard traffic pattern around the Morristown Green. See Event Site Access map in this document.
- 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.
- No vehicles will be permitted to enter the event site after 10:45 am
- Due to safety concerns, participants not adhering to the 11:00 am deadline to remove vehicles will receive a summons per the Morristown Police Department.
- DO NOT BLOCK FIRE HYDRANTS – the Fire Department prohibits vehicles that unload and block the fire hydrants.

Event Hours (Noon to 5:00 pm)

Please arrive on time and your booth must remain open throughout the scheduled event hours.

Payment & Insurance

Liability insurance must be on file with the Morristown Partnership and all fees must be paid in full prior to set up of your tent space.
Location Assignments

Please set up in your assigned tent. If you have 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 unsure of your location. The event site layout is posted on the Morristown Festival on the Green Event Website (https://www.morristown-nj.org/morristown-festival-on-the-green-2019/). All locations are subject to change prior to the event.

EXHIBITOR LOCATIONS PDF is also provided at the end of this document.

Exhibit Area

Exhibitors are permitted to use their tent and up to, but no more than, 5 ft. in front of their tent for any activities, solicitation, product and sales, information distribution and visual aids. Roaming and collateral distribution are not permitted. Unauthorized event activities cannot be permitted on the Festival site as follows:

- 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.
- NO unauthorized stationary vehicles are permitted. Stationary vehicle pass will be provided by event staff.

Weather

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

Safety and Weather Emergency Evacuation Plan


Road Closure Procedures, Detours & Parking Restrictions

SUNDAY, SEPTEMBER 29, 2019

EVENT SITE: NO on-street parking after 5PM
ROADS CLOSED at 6PM: No Vehicle Access
GARAGE ACCESS ONLY after 6PM: 12AM Closure
WWW.MORRISTOWN-NJ.ORG
Event Site Access

Festival Event Site access is permitted from the following Streets ONLY:
- Morris Street
- Market Street
- Washington Street* *(Washington Street Vehicle Access for HI Exhibitors ONLY)

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**

Do NOT remove tables and chairs from adjacent tent. All rentals must be pre-arranged.

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 Roettger 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 have submitted a TEMPORARY EVENT FOOD VENDOR APPLICATION along with $50 to the Morristown Partnership to participate,
- 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).

**ADDITIONAL INFORMATION FOR FOOD HANDLERS**

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

**Open Flames or Heating Elements Requirements**

- 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.
Morristown Partnership will have a Command Center (8 North Park Place - Next to Jos. A Bank Clothiers) as well as a tent located on West Park Place / Market Street 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 9/16/19**

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