



Exhibitor Guide

AS OF 9.28.21 - DETAILS SUBJECT TO CHANGE

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

EVENT HOURS (NOON TO 5:00PM)

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

EXHIBITOR SCHEDULE

8:30AM	EXHIBITOR SET UP
10:30AM	NO ADDITIONAL VEHICLES PERMITTED ON THE EVENT SITE
11:00AM	ALL VEHICLES MUST BE OFF FESTIVAL EVENT SITE
NOON	FESTIVAL START
5:00PM	FESTIVAL END
5:30PM (or later)	VEHICLES PERMITTED ON EVENT SITE FOR LOADING at the discretion of the Morristown Police Department but not prior to 5:30pm

Road closure procedures, detours and parking restrictions begin at 5:00 p.m. on Saturday, October 2.

ROAD CLOSURE PROCEDURES, DETOURS & PARKING RESTRICTIONS



SATURDAY, OCTOBER 2, 2021
SUNDAY, OCTOBER 3, 2021

A Morristown Partnership Event





ALL ON STREET PARKING IN GREEN AREA TO CLOSE AT 5PM on SATURDAY, 10/2/21

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
- Left 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 6PM: No Vehicle Access

GARAGE ACCESS ONLY after 6PM: 9PM Closure

**** IMPORTANT ****

BEGINNING SATURDAY, OCTOBER 2, 2021

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

EVENT SITE ACCESS

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

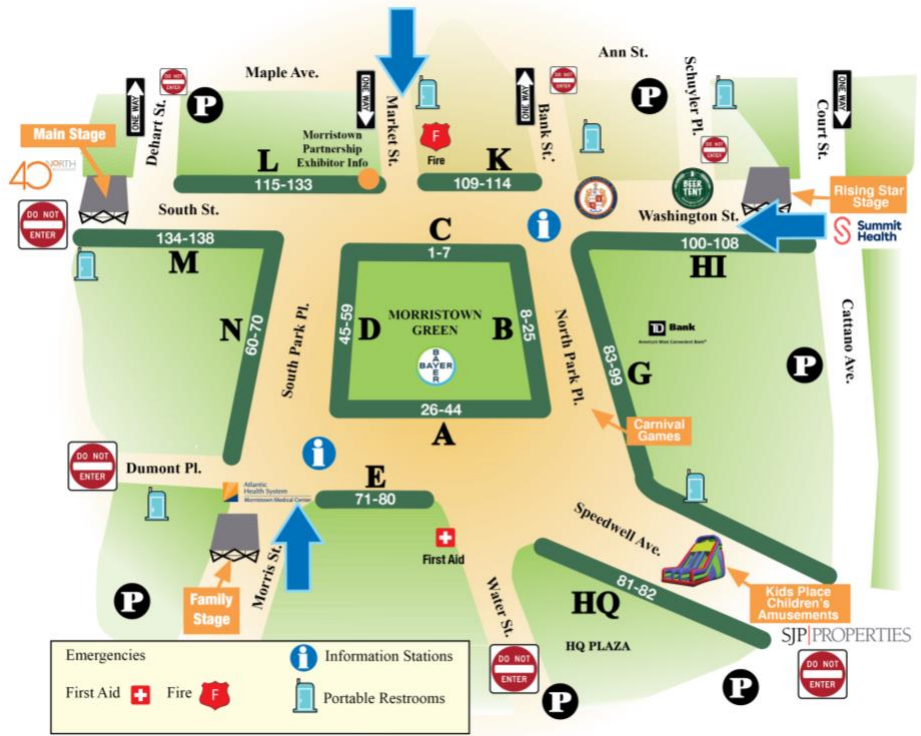
- Morris Street
- Market Street
- Washington Street: **Vehicle Access for HI Exhibitors ONLY (Tent #'s: 100 – 108)**

LOAD-IN PROCEDURES SUBJECT TO CHANGE PRIOR TO EVENT DATE

SET- UP (8:30AM – 11:00AM)

VEHICLE ACCESS PASS

- Required for all exhibitors to access the event site; no exceptions. Hard copy or digital is acceptable.
- Vehicle Access Passes have been emailed to Exhibitors on 9/24/2021 in their Exhibitor Guides.
- 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.
- 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 10:30am
- Due to safety concerns, participants not adhering to the 11:00am 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.



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/festival2021/>). All locations are subject to change prior to the event.

EXHIBITOR LOCATIONS PDF has been provided to Exhibitors via email on 9/24/2021.

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.

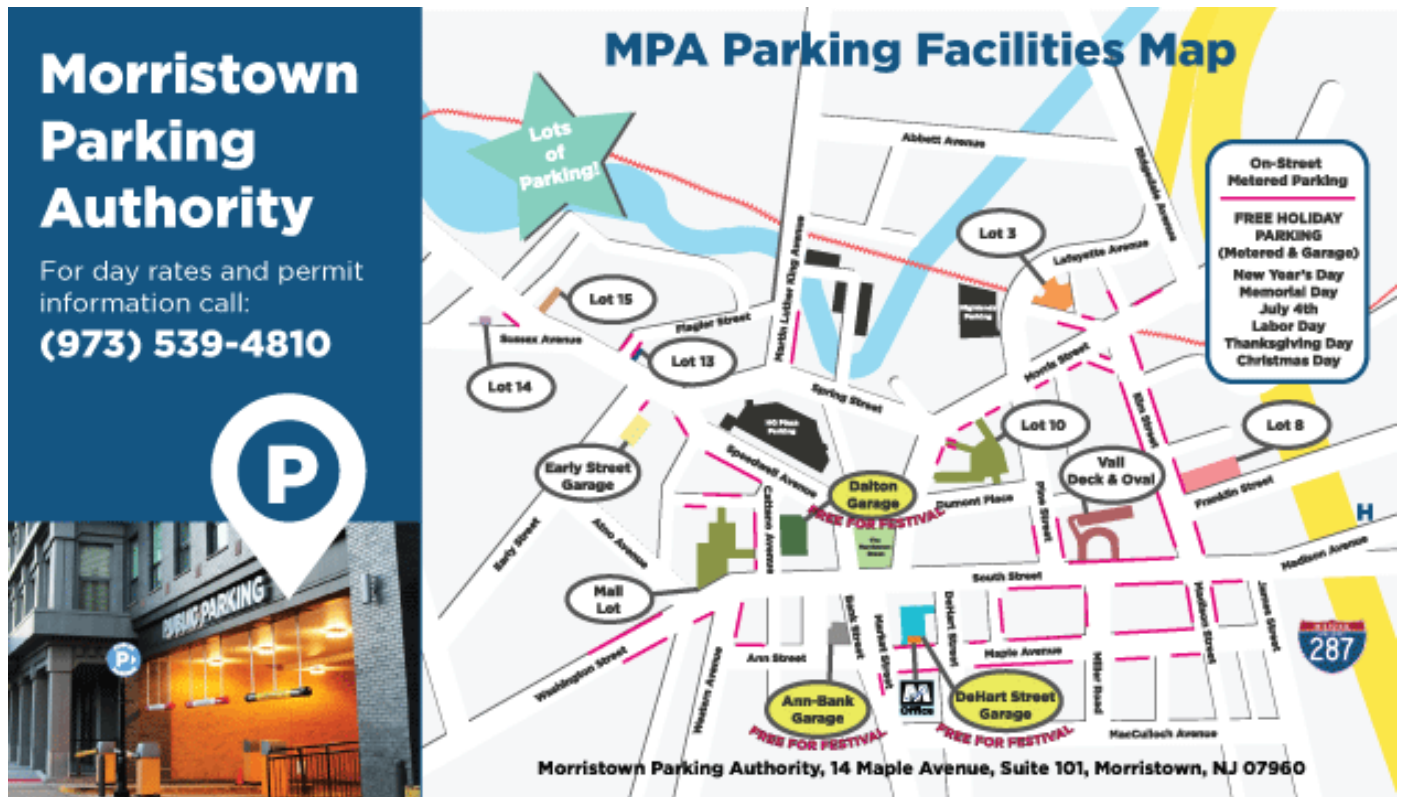
Unauthorized event activities cannot be permitted on the Festival site as follows:

- 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.

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. 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.

Please see map for parking details.



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 attached to email sent to Exhibitor on 9/24/21.

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/>

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.

ON-SITE EXHIBITOR INFORMATION

Morristown Partnership will have 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.

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.

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 any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of the tangible property including the loss of the use resulting therefrom; and is caused during 'Morristown Festival on the Green' events. The indemnification provided for in this paragraph

is intended to expressly include indemnification from any claims made for injury, illness or other damages resulting from Coronavirus 19.

VEHICLE ACCESS PASSES WILL BE AVAILABLE WERE PROVIDED TO EXHIBITORS IN THEIR EXHIBITOR GUIDE. PLEASE MAKE SURE TO READ ALL OF THE INFORMATION PROVIDED HEREIN. YOU MUST PRESENT YOUR VEHICLE ACCESS PASS WHEN GOING ON TO THE EVENT SITE; NO EXCEPTIONS. BOTH HARD COPY AND DIGITAL VERSIONS ARE ACCEPTABLE.

PARTICIPANT GUIDE, EXHIBITOR LOCATIONS, AND ROAD CLOSURE MAP EMAILED TO EXHIBITOR CONTACT ON 9/24/21
Questions: cassidy@morristown-nj.org or (973) 455-1133

COVID-19 INFORMATION

WHAT ARE WE DOING TO MAKE IT SAFE?

In short, everything we can. We will follow the lead of Governor Murphy on the size of mass gatherings, as well as the sanitization guidelines and protocols set forth by the CDC and local agencies. You can expect to see multiple hand washing stations and signage encouraging self-regulated social distancing and the wearing of masks. We aim to provide the safest, healthiest and most patron-friendly event possible.

- MP will post all signs required by state and local agencies throughout the event site
- MP will provide handwashing stations throughout the event site.
- Exhibitors are encouraged to bring their own sanitizer to have at their booths.

Via website, social media and signage, Morristown Partnership (MP), operators of the Morristown Festival on the Green (Festival) will instruct and remind exhibitors, attendees and Festival staff that if anyone is feeling unwell or has recently had contact with another person who has tested positive for COVID-19, they should NOT come to the Festival.

- Website: www.morristown-nj.org
- Facebook: @MorristownPartnership
- Instagram: @downtownmorristown

CAPACITY: There are no numerical limits for indoor or outdoor gatherings (Executive Order No. 242).

WHAT YOU CAN DO TO HELP:

Help us have a successful event! Have Healthy Behaviors that Reduce Spread

- **DO NOT** come to the Festival if you are not feeling well or if you have recently had contact with a person who has tested positive for COVID-19.

ARRIVAL, BOOTH SET-UP AND CLEANLINESS

- Prior to set-up, please wash and sanitize your hands.
- Clean and sanitize your table(s) prior to unloading any of your products, signs or other items.
- Create a flow through your booth that maximizes physical distancing.
- Do a walk-through of your booth to see how things will work from an attendee's point of view and make adjustments as needed.
- Post signage at your booth to let attendees know what is required when visiting your booth
- Use a non-porous plastic table or table cloth that can be easily disinfected.
- Disinfect all surfaces on a regular basis that you or attendees have touched.
- Have hand sanitizer and/or disinfectant available at your booth.

INTERACTING WITH ATTENDEES

STAY HOME WHEN APPROPRIATE

Exhibitors, staff and attendees should to stay home if they have tested positive for COVID-19, are waiting for COVID-19 test results, have COVID-19 symptoms, or if they have had close contact with a person who has tested positive for or who has symptoms of COVID-19.

- REVIEW THE CDC CRITERIA FOR GUIDANCE:
 - If they have been sick with COVID-19
 - If they tested positive for COVID-19 but had no symptoms
 - If they have recently had a close contact with a person with COVID-19

PHYSICAL (SOCIAL) DISTANCING

We encourage physical (social) distancing. We discourage attendees and Exhibitors from greeting others with physical contact (for example, handshakes).

- CDC criteria for guidance: 6 feet (2 arm lengths) apart

MASKS: We encourage Exhibitors and attendees to bring and use masks at the event.

HAND HYGIENCE AND RESPIRATORY ETIQUETTE

Exhibitors, staff and attendees should wash hands frequently (for example, before, during, and after taking tickets, or after touching garbage) with soap and water for at least 20 seconds and increase monitoring to ensure adherence. If soap and water are not readily available, staff and attendees can use hand sanitizer that contains at least 60% alcohol and rub their hands until dry. We encourage guests to avoid singing or shouting, especially indoors. If possible, keep music levels down so people don't have to shout or speak loudly to be heard.

ADEQUATE SUPPLIES

Ensure that you have adequate supplies to support healthy hygiene. Supplies include soap, water, hand sanitizer containing at least 60% alcohol, a way to dry hands (e.g., paper towels, hand dryer), tissues, disinfectant wipes, masks (as feasible), and no-touch trash cans.