



# Exhibitor Guide

AS OF 9.21.22 - 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 1.

## ROAD CLOSURE PROCEDURES, DETOURS & PARKING RESTRICTIONS



**SATURDAY, OCTOBER 1, 2022**  
**SUNDAY, OCTOBER 2, 2022**

A Morristown Partnership Event





**ALL ON STREET PARKING IN GREEN AREA TO CLOSE AT 5PM on SATURDAY, 10/1/22**

**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: 12AM Closure**

**\*\* IMPORTANT \*\***  
BEGINNING SATURDAY, OCTOBER 1, 2022  
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: 110-117)**

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 9/21/2022 in their 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/festival2022/>). All locations are subject to change prior to the event.

EXHIBITOR LOCATIONS PDF has been provided to Exhibitors via email on 9/21/2022.

## 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 are 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 9/21/22.

## RENTALS

Morristown Partnership does not provide rentals, including tables and chairs, with 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).
- 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 the Morristown Fire Bureau, Office of Fire Prevention 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 unless authorized by the Morristown Partnership.**



## **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. **You will not be permitted to setup unless insurance and payment have been received.**

## **INSURANCE REQUIREMENTS, EVENT REGULATIONS, INDEMNIFICATION AND HOLD HARMLESS REMINDER**

(Provided with Exhibitor Registration)

**INSURANCE REQUIREMENT** - Exhibitor agrees to provide the Morristown Partnership with a certificate of liability insurance with a minimum coverage limit of \$1,000,000 and aggregate limit of \$2,000,000, naming the Morristown Partnership, 14 Maple Ave, Morristown, NJ 07960 and the Town of Morristown, 200 South Street, Morristown, NJ 07960 as 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, breakdown 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 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 9/21/22.

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