



# EXHIBITOR GUIDE

AS OF 9.19.24 - DETAILS SUBJECT TO CHANGE

Prior approval and registration through the Morristown Partnership are required for participation.

## EVENT HOURS (NOON TO 5:00PM)

## 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

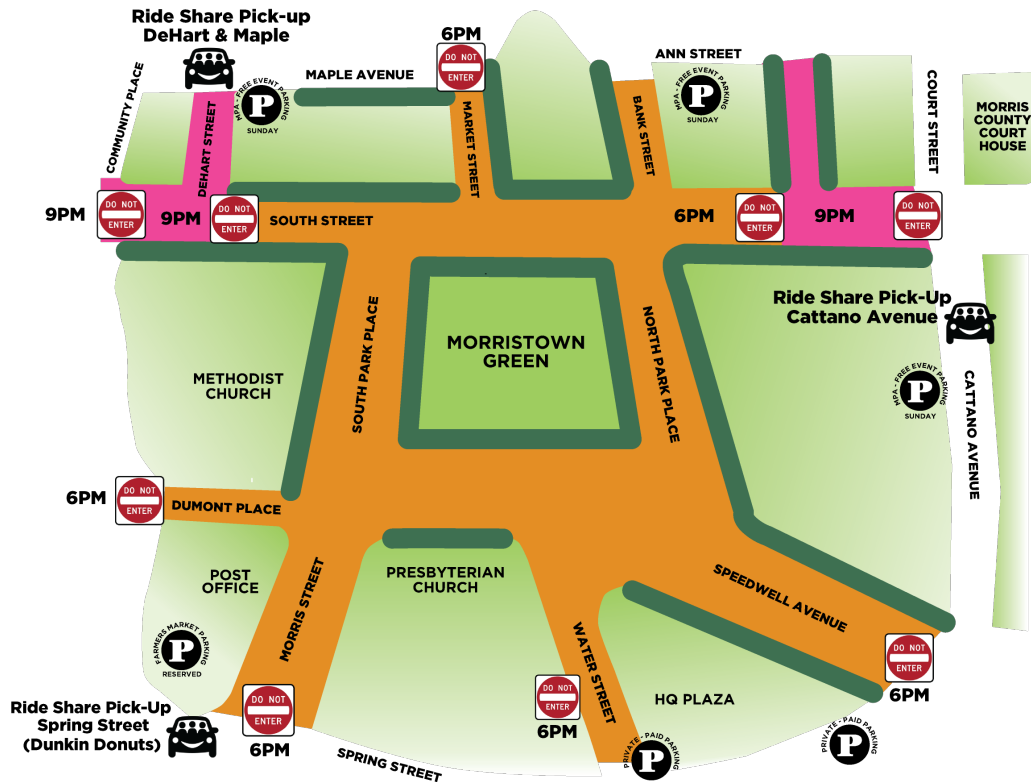
## ROAD CLOSURE PROCEDURES, DETOURS & PARKING RESTRICTIONS

Road closures, detours, and parking restrictions start at 5PM on Saturday, September 28.



# SATURDAY, SEPTEMBER 28, 2024 SUNDAY, SEPTEMBER 29, 2024

A MORRISTOWN PARTNERSHIP EVENT



**ALL ON STREET PARKING IN GREEN AREA TO CLOSE AT 5PM ON SATURDAY, 9/28/24**

### 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

### \*\*IMPORTANT\*\*

BEGINNING SATURDAY, SEPTEMBER 28, 2024

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

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



**EVENT SITE: NO on-street parking after 5PM**

**ROADS CLOSED at 6PM: No Vehicle Access**

**GARAGE ACCESS ONLY after 6PM: 9PM Closure**

# MORRISTOWN-NJ.ORG



## EVENT SITE ACCESS

**SETUP: 8:30AM - 11:00AM**

**EVENT HOURS: NOON to 5:00PM**

Access the Festival site via the following streets ONLY:

- Morris Street
- Market Street
- Washington Street  
(Access for exhibitors with Tent #'s 119-131 ONLY)

LOAD-IN PROCEDURES MAY CHANGE PRIOR TO THE EVENT.

## VEHICLE ACCESS PASS & PROCEDURES

- Required for all exhibitors to access the event site; no exceptions. Hard copy or digital is acceptable.
- Enter via Market Street, Washington Street or Morris Street. Follow the traffic pattern around Morristown Green.
- For loading / unloading only, before and after the event. No parking on-site during event hours. Passes do not permit illegal or free parking in local lots.
- Unload quickly and remove your vehicle before setting up to improve the overall process.
- No vehicles allowed on-site after 10:30am.
- Failure to remove vehicles by 11:00am will result in a summons from the Morristown Police Department.
- DO NOT BLOCK FIRE HYDRANTS while unloading - this is prohibited by the Fire Department.

## LOCATION ASSIGNMENTS

Set up in your assigned tent. If you have difficulty finding your location, check with EVENT STAFF at the Morristown Partnership tent (West Park Place/Market Street, in front of Starbucks). Do not set up until your location is confirmed. The event site layout is available on the event website ([morristown-nj.org/festival2024/](http://morristown-nj.org/festival2024/)). All locations are subject to change before the event.

**Exhibitors were emailed the EXHIBITOR LOCATIONS PDF on 9/19/24.**

## EXHIBIT AREA

Exhibitors are permitted to use their tent space and up to 5 feet in front for activities, solicitation, product sales, information distribution, and visual displays.

Roaming and distributing collateral outside this area are strictly prohibited and will be highly enforced. Non-compliance will result in being asked to leave the event.

The following are NOT allowed:

- No unauthorized power (including generators).
- No unauthorized amplified sound (personal PA systems, music, and performances need prior approval).
- No unauthorized exhibitors (all participants must be paid and insured).
- Removal of provided Exhibitor banner at the conclusion of the event.





## PARKING

Free parking is available at all Morristown Parking Authority garages, surface lots, and on-street meters outside the event site. No parking is allowed on the event site. The Morristown Police will issue summonses for violations. See map for parking details.

## WEATHER

The event is rain or shine.

There are no refunds for "no-shows."

## SAFETY AND WEATHER EMERGENCY EVACUATION PLAN

Full Safety and Weather Emergency Evacuation Plan PDF was emailed to exhibitors on 9/19/24.

## RENTALS

The Morristown Partnership does not provide table or chair rentals. You may contact our preferred vendor, All County Rental, for pricing and availability.

All County Rental - (973) 267-1255  
allcountyrental.com

## FOOD & DRINK PREPARATION

- ALL food and/or drinks, 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 serve food and/or drinks.
- 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).
- All food vendors must bring one garbage receptacle for setup next to event tent. Consider bringing recycling receptacles if selling aluminum or glass bottles or cans.

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 flammable materials should be placed 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 usage prior to the event, please note the following:

- By indicating you require electric on your application your tent is provided with one 120V outlet; there's no guarantee this outlet will run ALL of your equipment. If you are concerned your equipment will exceed this capacity contact our office immediately so we can arrange additional power to be located at your tent. We cannot accommodate additional power requests on the day of the event.

**MPA MORRISTOWN PARKING AUTHORITY** **Festival ON THE GREEN** VALID SUNDAY SEPTEMBER 29

**FREE FESTIVAL PARKING**  
COURTESY OF THE MORRISTOWN PARKING AUTHORITY  
9:00 AM TO 6:00 PM AT MPA FACILITIES - EXITING AFTER 6:00 PM REQUIRES FULL PAYMENT

**LOTS OF PARKING!**

**WWW.MPANJ.ORG**  
14 MAPLE AVENUE, SUITE 101, MORRISTOWN, NJ 07960 - (973) 539-4810



- 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 setup 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 Avenue, Suite 201, Morristown, NJ 07960 and the Town of Morristown, 200 South Street, Morristown, NJ 07960 as additionally insured.

**EVENT REGULATIONS** - All fees are non-refundable. Exhibitor will not be allowed occupancy of the booth space if not paid in full or without required insurance. Exhibitor agrees to conduct its booth in a neat, orderly and lawful manner. 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 any Exhibitor at the event. 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. Exhibitor agrees to abide by the scheduled time and delivery, set-up, breakdown and removal of vehicles. Exhibitor agrees to remove all debris from their tent as well as the immediate area around their tent.

**INDEMNIFICATION AND HOLD HARMLESS** - 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 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. 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. HARD COPY AND DIGITAL VERSIONS ARE ACCEPTABLE.**

PARTICIPANT GUIDE, EXHIBITOR LOCATIONS AND ROAD CLOSURE MAP  
EMAILED TO EXHIBITOR CONTACT ON 9/19/24.

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