

## Food Vendors/Trucks Instructions

# 2019 MEDFORD OKTOBERFEST & MUSIC FESTIVAL

Presented by ShopRite of Medford  
Saturday Sept 21<sup>st</sup> 2019 ~ 11am - 7pm

## PRIOR TASKS/INSTRUCTIONS

Welcome to Medford Oktoberfest at Freedom Park, 86 Union St Medford NJ 08055.

We look forward to having you with us this year. Remember to visit [www.medfordbusiness.org](http://www.medfordbusiness.org) for updated information about the festival... Please continue to read below:

### 3-STEPS REQUIRED PRIOR TO THE EVENT

**STEP ONE:** Complete and submit to Medford Fire Dept. the Fire Permit available at [www.medfordfire.org/forms/permit.pdf](http://www.medfordfire.org/forms/permit.pdf). Cost is \$42. Return directly to Medford Fire Dept. (May not be required for all food vendors. Please check with Medford Fire Dept. website above for specific requirements)

**STEP TWO:** Complete and submit the following two documents to [oktoberfest@medfordbusiness.org](mailto:oktoberfest@medfordbusiness.org) or mail prior to the event to: MBA P.O. Box 981, Medford NJ 08055

- A. Copy of your current Board of Health Certificate.
- B. Insurance Cert. for \$1,000,000 ea occur. / 2,000,000 aggr. - listing **Medford Business Association** as Additional Insured

**STEP THREE: If you do not already have one for 2019...** Complete the Medford Food Handlers License and submit with fee of \$40 to The Township of Medford (if you do not have a current License). For questions please call The Township Clerks Office. at (609) 654-2608.

Note: If your space requirements involve any special handling, please contact us prior to the event  
At [Oktoberfest@medfordbusiness.org](mailto:Oktoberfest@medfordbusiness.org)

# **DAY-OF EVENT INSTRUCTIONS**

## **SETUP BEGINS AT 8:30 AM!**

**\*\*\* FIRST, PLEASE REPORT TO THE INFORMATION TENT LOCATED NEAR THE RIGHT-REAR OF THE PARKING LOT STARTING AT 8:30 AM TO RECEIVE YOUR SPACE ASSIGNMENT SLIP AND LOCATION.**

**\*\* ONCE YOU HAVE YOUR SPACE ASSIGNMENT SLIP IN-HAND YOU MAY PROCEED WITH YOUR VEHICLE TO YOUR SPACE TO BEGIN SETUP.**

\* After your supplies and materials, etc. are unloaded, you must move your extra vehicles to the designated parking area. Ask a volunteer with a Volunteer Badge for assistance if needed. Please do not leave any vehicles other than your food-truck in vendor spots after unloading. Extra Vehicles MUST be moved to a designated parking area by 10:30 a.m.

\* As always please respect other vendors and be courteous during set-up and break-down, when congestion can cause a bit of stress. Thank you!

**\*\*\* PLEASE REMEMBER \*\*\***

***YOU MUST BRING YOUR OWN LOW-NOISE POWER/GENERATOR AND ANY EQUIPMENT/SUPPLIES YOU WILL NEED!***

**YOU MUST STAY FOR THE ENTIRE EVENT.  
Please do not begin breakdown prior to 7:00 pm.**

### **GENERATORS & CLEANUP:**

**\*\*\* By order of Medford Township all generators must be quiet low-noise induction type with max noise rating of 62db**

**\*\*\* Once your equipment is loaded we need you to pick up leftover debris/waste on the ground so that others may enjoy the park early the next day without finding unsightly trash/food waste, etc. Bring lighting with you if needed to police your area before leaving. We appreciate your help!**

We are expecting a large crowd again this year and a great Festival. Thanks for being part of it! If you have questions, please email us at [oktoberfest@medfordbusiness.org](mailto:oktoberfest@medfordbusiness.org). **Otherwise, see you there at 8:30 AM!**

Thank you! Medford Oktoberfest Committee