

Local Medford Restaurants FREE Event - Festival Instructions

**2019 MEDFORD OKTOBERFEST
& MUSIC FESTIVAL AT FREEDOM PARK**

Saturday Sept 21st 2019 ~ 11am - 7pm

**Welcome to 2019 Medford Oktoberfest & Music Festival
at Freedom Park 86 Union St Medford NJ 08055**

We look forward to having you with us this. Remember to visit www.medfordbusiness.org for updated information about the festival... Please read below:

Remember

**The Festival is FREE to Local Medford Restaurants,
and you are able to SELL at the event so plan accordingly!**

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. Cost is \$42. Visit or send 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: Submit a copy of your current Board of Health Certificate to oktoberfest@medfordbusiness.org or snail-mail prior to the event to: MBA P.O. Box 981, Medford NJ 08055

STEP THREE: Submit Insurance Certificate for \$1,000,000 ea occur. / 2,000,000 aggr. - listing **Medford Business Association** as Additional Insured to oktoberfest@medfordbusiness.org or mail prior to the event to: MBA P.O. Box 981, Medford NJ 08055

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 the designated parking area as quickly as possible to allow for other vendors needing access to the same general location.

* 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!

***** PLAN AHEAD *****

NOTE YOU MUST BRING YOUR OWN POWER/GENERATOR (if needed) AND ANY EQUIPMENT/SUPPLIES YOU WILL NEED!

***** By Order of Medford Township all generators must be low-noise induction type rated at 62db or less.**

Also we require that you police your area after wrap-up for trash/food waste on the ground so that park visitors who arrive early the next morning may enjoy the park. Thank you.

***** YOU MUST STAY FOR THE ENTIRE EVENT. Please do not begin breakdown ANY EARLIER THAN 7:00 pm. After loading we ask that you help inspect and pick up local debris so that others may enjoy the park the next day without finding unsightly trash, etc. We appreciate your help!
Thank you.**

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

Thank you, Oktoberfest Committee