

# Green Living Festival

## Event Guidelines

We are working to demonstrate the best possible green practices in this event. Doing so will help us all practice new skills that we can use every day.

The established policies of the Washington Township Board of Education and the Long Valley Middle School will remain in effect during the event; no dogs, smoking, alcohol, glass containers, golf carts, or motorized vehicles on the grass.

### FAQ

#### (Frequently Asked Questions)

#### Facilities

***Is it OK for my family to bring a picnic to the event?*** Although food will be available for purchase, bringing a picnic to the event is a great idea. Even better, bring your food from home with re-usable containers and utensils. Remember though, no glass containers are allowed in the park. Lawn chairs & beach blankets are welcome.

***Can I bring my dog?*** Please leave your dog at home during the festival.

***Where shall we park?*** Signs will designate parking areas for vendors and visitors.

***What toilet facilities are there?*** Portable restroom facilities, including handicap, will be available.

***Will admission be charged?*** Admission will be \$10 per vehicle for the Fireworks, Food Truck and Green Festival. Each vendor is permitted one free vehicle.

***What is the advantage of carpooling to the event?*** Save gas, save the planet!

***Will the festival events be photographed?*** Photographs or videos may be taken at the festival, including the exhibits, for festival publicity purposes in print or online. No names will be included with the photos/videos taken by the festival organizers. Press photography may be taken outside this policy. If you do not wish for photos/videos of you, your child, or your teen to be taken, please alert the staff member running the event before the start of each program.

#### Exhibits

- Exhibit spaces are standard 10' x 10' tent size, on the grass soccer field.
- All exhibitors must register online and submit insurance or hold-harmless agreement.
- Vendors with items for sale must mail checks or copy of their non-profit letter from IRS.
- Exhibitors must provide their own tents, tables, and chairs.
- Set up begins at 4:00 pm on event date.
- Tear down will be from 7:30 – 8:00 pm. Boxes and garbage must be removed from the field. Fireworks will begin around 8:15-8:45 pm. If you do not wish to close your table and remove your vehicle before the fireworks, that can be done once the fireworks are over.
- There are no electric hook-ups for exhibits. Please no generators at the exhibits.

**Can I reserve two spaces?** You may reserve two spaces for twice the registration fee. Unless you are selling something, non-profits may register for one space at no charge.

**How do I register my exhibit?** Complete the application form online and send your \$25 check or non-profit letter and either a certificate of insurance letter or hold harmless agreement to Green Festival, Washington Township, 43 Schooley's Mountain Road, Long Valley, NJ 07853. Make checks payable to Washington Township, (memo: Green Living Festival). Vendors must provide a Certificate of Insurance with a \$500,000 combined single limit for bodily injury and property damage per occurrence and in the aggregate naming the Township of Washington as additional insured. Non-profits and individuals may complete and return the enclosed Hold Harmless form in lieu of the Certificate of Insurance. Food vendors need an additional permit; please see details below.

**Can I share a space with a friend or another organization?** You may share a booth with one other exhibitor if you are applying for a free booth.

**If I am a food vendor, can I sell drinks in plastic bottles, or use paper plates, foil, plastic utensils, or Styrofoam?** The Green Living Festival will demonstrate minimal packaging and impact for all activities, including meals. Examples include reusable/refillable drink containers, no-wrap foods, and minimal use of paper/compostable wrapping. Please no plastic water bottles, foil, or Styrofoam. **NOTE: There will be food truck vendors at the festival.**

**What food vending regulations will apply?** Vendors must abide by NJ state laws for the sale of product at community farmers' markets. [www.nj.gov/agriculture/divisions/md/pdf/farmmarketguidelines.pdf](http://www.nj.gov/agriculture/divisions/md/pdf/farmmarketguidelines.pdf)

Local food vendor permits are needed for food handlers. Please see forms on [www.wtmorris.net/health/health.php](http://www.wtmorris.net/health/health.php)

Vendors selling by weight, rather than by unit, **MUST** have proper certification from the NJ Office of Weights and Measures: [www.state.nj.us/lps/ca/weights/wmreg.htm](http://www.state.nj.us/lps/ca/weights/wmreg.htm)

Some exceptions for non-vendor grown, but local products, will be made at the discretion of the organizing committee.

*Processed foods* must be approved by the Board of Health, and processed in a commercially-licensed facility. Space is limited and priority will be given to food made with local ingredients (eggs, honey, fruits and vegetables). Business must be located within 25 miles of the township municipal building, and independently owned/operated. Please do not bring mass-marketed products.

*Local non-food agricultural products* are allowable within the context of an "artisan" category and must be a local business within the 25 mile radius of the township municipal building. All non-food items will be approved at the discretion of the organizing committee.

**If I am a farm vendor, can I bring produce I did not grow?** We encourage local farmers to participate. Please bring only items that represent the bounty of your own farm within 25 miles. You may partner in your exhibit with one other organization; for example, cards produced from photos of your farm would be a welcome addition to a produce booth. We hope you will display signage for your growing method, i.e. USDA organic, certified naturally grown, hydroponic, etc.

**Can I sell items that were not made locally?** In keeping with the theme of the festival, items for sale should reflect your place of business. Artisans within 25 miles of the township municipal building will be local to this event. No sales of wholesale items, please. The guideline will be interpreted differently for a farm than for a home energy contractor. For example, if you are a local installer of geothermal heating systems, your primary sale is local labor, even if materials incorporated may be partially imported from a distance. The steering committee will exercise its sole discretion in approving exhibits.

***What is the latest date I can sign up?*** Applications for commercial vendors are needed by August 15, 2018.

***Do I have to provide my own tent? Can I just bring a table?*** Exhibit space will be defined by your tent and/or table, which must fit in a 10' x 10' space. You must provide at least a tent or a table, and signage, in order to qualify as an exhibit.

***Is there a rain date?*** The rain date is Saturday, September 22, 2017. There will be no refunds of exhibit fees if you cannot participate for any reason.

***Where can I get flyers to publicize the event?*** A Flyer will be available on [www.wtmorris.org](http://www.wtmorris.org).