

EXHIBITOR & SPONSOR EVENT INFORMATION



Saturday, October 28, 2023

12 Noon – 5 PM

River Road Park, 3055 River Road

Bedminster, NJ 07921



**Township of Bedminster
Attn: Fall Fest
One Miller Lane
Bedminster, NJ 07921
(908) 212-7014**

EXHIBITOR & SPONSOR EVENT INFORMATION

About FALL FEST

Fall Fest Community Day is Bedminster Township's premier community celebration held outdoors at River Road Park in Bedminster. The event attracts an audience of over 4,000 residents of all ages. We host a large social tent with tables and chairs for neighbors to relax, eat and socialize; as well as live music, entertainment, child & adult activities, exhibitor displays and contests. Admission to the festival is \$5 per person.

Sponsor Registration (Deadline Friday, August 4th)

Fall Fest would not be possible without the generosity of our sponsors. Sponsors will be advertised in the event program, the Bedminster Township website (www.bedminster.us) as well as other promotional information shared with the public. In addition, Fall Fest Sponsors will be identified at various venues throughout the park depending upon the level of sponsorship chosen. If you would like to be a sponsor, please submit the Exhibitor & Sponsor Registration Form by **Friday, August 4th, 2023.**

Exhibitor Registration (Deadline Friday, August 4th)

Fall Fest is open to Bedminster businesses, community groups, schools, service organizations and Somerset Hills and Somerset County service organizations that support Bedminster residents and their families. Pre-registration is required to participate in Fall Fest. The registration **deadline is Friday, August 4th, 2023.**

Exhibitor Area

Registered Vendors (e.g., businesses, community groups, schools, service organizations, etc.) will receive one (1) 10' x 12' area located in our "Main Street" section of River Road Park. All spots are assigned on a first come basis. Those with "neighboring" spot requests will be accommodated as best as possible. Please indicate space requirements on the attached registration form.

Exhibitor Rules

1. Exhibitors must have a physical "Bedminster" address, excluding state and county agencies. No P.O. Box numbers.
2. One (1) 10' x 12' area will be provided per registered group. A maximum of two (2) 10' x 12' spots will be provided upon request if available.
3. The Township of Bedminster is not responsible for goods or materials delivered to or left at the event site by or on behalf of the Main Street Exhibitor prior to designated set-up time and after the event.
4. No Public Address (PA) systems or loud music is permitted.
5. No electricity will be provided.
6. Use of generators must be approved by the Township of Bedminster prior to the event.
7. Only volunteer organizations may solicit donations.
8. Main Street Exhibitors may distribute literature & promotional materials only within their assigned display area.
9. If the event cannot take place because of an Act of God, national emergency, war or any other cause beyond reasonable control of the Township of Bedminster, or if the Township of Bedminster cancels the event, the Township shall not have any obligation to the Exhibitor as a result thereof.
10. Exhibitors are responsible for cleaning up their display area(s) at the conclusion of the event.

Confirmation & Detailed Event Information Packages

Detailed event information, maps, schedule of activities, and parking information will be mailed to registered exhibitors and food vendors on Friday, October 13th.

Insurance Requirements

Exhibitors must provide a Certificate of Insurance naming the Township of Bedminster as “additionally insured” with at least \$1,000,000 minimum liability that covers the date of the event. The name of the business, organization, group or corporation must be shown as the “Insured”.

Electricity / Water

There is no electricity or running water available at River Road Park, however non-potable water will be on hand. The use of portable generators must be approved by the Township of Bedminster prior to the event.

Parking & Set Up

There is no secure overnight parking at River Road Park; however, the park will be patrolled if you are having rentals and tents delivered the day before. Set-up the day of the event is from 10 am to 11:30 am. Exhibitor's vehicles with supplies will be permitted to drive to their spot on the field to unload and load but must move their vehicles off the field to the general parking area by 11:30 am. All other Exhibitor Employees and Volunteers are to park in the general parking area. Windshield signs for “on-field access” will be mailed to registered participants with the confirmation packages on Friday, October 13th, two weeks before the event.

Rain

In the event of significant inclement weather, we will notify your designated **Rain Date Contact** by telephone beginning at 9 am if we have to move the event to the Rain Date on the following day, Sunday, October 29th from 12 Noon to 5 pm.

Tents & Tables

It is your responsibility to supply your own tables, tablecloths, tents and chairs. If you wish to bring a canopy, tent or umbrella we encourage you to do so.

Volunteers

Adult Volunteers are always welcome to assist with set-up & clean-up, parking, in the social tent, replenishing supplies, etc. If you or anyone you know is interested in sharing their valuable time with us to work a shift or two, please let us know. Students seeking Community Service Credit must coordinate through their school Community Service Coordinators.

Scavenger Hunt & Find Your Twin

The **Fall Fest Scavenger Hunt** is an excellent way to be sure residents visit your booth! Participation is limited and on a first come basis. Residents attending Fall Fest take part by visiting each of the participating exhibitor's booths to answer the list of questions and receive a promotional giveaway from the exhibitor (e.g., pen, magnet, mouse pad, etc.). **Find Your Twin** reaches a broader base of Fall Fest goers and will surely get your company noticed! The objective of Find Your Twin is to find the person wearing the same number in the other color sticker--Your Twin! Twins who find each other receive a prize. Find Your Twin stickers are distributed at the pedestrian entrances throughout the day. Completed forms for both activities are entered into two separate grand prize drawings. The winners will be posted at the Information Booth 4:30 pm. To sponsor these activities please indicate your interest on the attached registration form. For more information, please call the Bedminster Recreation Department at (908) 212-7000, Ext. 405.

Questions

With any questions please contact Neil Mastrobuono in the Recreation Department at (908) 212-7000, Ext. 405 or email nmastrobuono@bedminster.us.



Bedminster Township

Community Celebration

EXHIBITOR & SPONSOR REGISTRATION FORM

1. CONTACT INFORMATION

Business/ Organization Name: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Rain Date Contact (Person to be notified beginning at 9am): _____

Rain Date Contact Mobile Phone: _____ Rain Date Contact Email: _____

2. SPONSORSHIP & EXHIBITOR OPPORTUNITIES (AVAILABLE ON A FIRST COME BASIS)

☐ **YES**, I would like to become a **FALL FEST SPONSOR and/or EXHIBITOR** at the following level:
(Available on a first come basis)

<u>✓ Check</u>	<u>Type of Participation</u>	<u>Amount</u>
<input type="checkbox"/>	EXHIBITOR <i>(ALL Exhibitors must pay the Exhibitor Fee to participate)</i> <ul style="list-style-type: none">One (1) 10' x 12' area located in our "Main Street"Recognition in Program	\$ 100
<input type="checkbox"/>	NEIGHBORHOOD SPONSOR <i>(Unlimited Sponsorships Available)</i> <ul style="list-style-type: none">Recognition in Program	\$ 100
<input type="checkbox"/>	SCAVENGER HUNT SPONSOR <i>(1 Sponsorship Available)</i> <ul style="list-style-type: none">Company Name on cards, One 18" x 24" Sponsor Sign at Contest Site, Recognition in Program	\$ 400
<input type="checkbox"/>	ACTIVITY SPONSOR <i>(8 Sponsorships Available)</i> <ul style="list-style-type: none">Petting Zoo, Pony Rides, Inflatables, etc.One 18" x 24" Sponsor Sign at Activity Area, Recognition in Program	\$ 500
<input type="checkbox"/>	HOSPITALITY SPONSOR <i>(2 Sponsorships Available)</i> <ul style="list-style-type: none">One 2' x 3' Sponsor Banner with Your Name at Information or Social Tent, Recognition in Program	\$ 750
<input type="checkbox"/>	FIND YOUR TWIN <i>(1 Sponsorships Available)</i> <ul style="list-style-type: none">Company Name/logo on Find Your Twin Stickers, One 18" x 24" Sponsor Sign with company name/logo at contest site, Recognition in Program	\$ 750
<input type="checkbox"/>	MUSIC & ENTERTAINMENT SPONSOR <i>(3 Sponsorships Available)</i> <ul style="list-style-type: none">One 2' x 6' Sponsor Banner with Your Logo over Stage in Social Tent, Recognition During Performances and in Program.	\$ 1,000
<input type="checkbox"/>	EVENT SPONSOR <i>(3 Sponsorships Available)</i> <ul style="list-style-type: none">Exclusive Sponsorship of Event, Two 2' x 8' Sponsor Banners with logo in High Traffic Area, Logo on Event Advertising, Publications & Program.	\$ 3,000

3. EXHIBIT DESCRIPTION

Please provide a brief but specific description of your Fall Fest exhibit (e.g., fundraising, promotional display, demonstration, activity, etc.) _____

4. SCAVENGER HUNT PARTICIPATION (SPACE IS LIMITED)

☐ **YES**, I want to be included in the "Fall Fest Scavenger Hunt". Space is limited. Submit a **Question & Answer** below for the Scavenger Hunt. Residents will be given a list of the questions provided and need to visit participating exhibitor booths to obtain (1) the correct answer, and (2) collect promotional giveaway you supply (e.g., pencil, key chain, magnet, etc.). Please figure on between 300 & 400 pieces when ordering promotional giveaways for the Scavenger Hunt.

Question _____

Answer _____

5. HOLD HARMLESS (SIGNATURE REQUIRED)

I hereby shall indemnify and hold harmless the Township of Bedminster from any and all payments, expenses, costs, attorneys' fees, and from and for any and all claims and liability for losses or damage to property or injuries to persons occurring in or about the Fall Fest event occasioned wholly or in part by or resulting from any acts or omissions by myself and/or my agents, employees, guests, licensees, invitees or assignees, or for any cause or reason whatsoever arising out of by reason of my actions, or such injury or damage caused as a result of my failure to act; except for claims caused, in whole or in part, by the willful acts or omissions or negligence of the Township and/or any of its respective employees or agents. I release the Township of Bedminster from any and all liability and/or damages during the Fall Fest event caused by or as a result of theft, fire, public catastrophe, act of God, or any other cause beyond the reasonable control of the Township. I further release the Township from any obligations or losses if the Township cancels the Fall Fest event. The Township, in its sole discretion, may prohibit any conduct or activity which it deems in violation of the Exhibitor Rules, or detrimental and/or not in the best interests of the Fall Fest event. I have read and agree to abide by the terms and conditions set forth in the Food Vendor Rules.

Signature _____

6. INSURANCE REQUIREMENTS:

Exhibitors must provide a Certificate of Insurance naming the Township of Bedminster as "additionally insured" with at least \$1,000,000 minimum liability that covers the date of the event. The name of the business, organization, group or corporation must be shown as the "Insured".

7. RETURN REGISTRATION to:



Township of Bedminster
Attn: Fall Fest
One Miller Lane
Bedminster, NJ 07921
(908) 212-7014

SPONSOR REGISTRATION DEADLINE: Friday, August 4th, 2023.

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