

2019 Home for the Holidays street festival in Roxbury Township
Saturday, December 7, 2019 **Vendor Set-Up Starts 9:00 AM**
Open to Public from 11am to 4pm
103 Main Street, Succasunna NJ 07876

Please read the following reminders and important information regarding the event. Thanks!

1. Event opens to the public at 11AM and runs until 4PM.
2. **Attached is event map showing numbered booth spots along with a listing of vendors' booth numbers.**
Please print the map, circle your booth # and bring this with you to event.
3. **NEW: Also attached is PARKING PASS. PRINT IT OUT AND PUT IT ON YOUR CAR DASHBOARD – POLICE DEPT. REQUIREMENT.**
4. **Vendor/crafter check-in/set up starts no earlier than 9AM.**
5. Booths must be set up no later than 11AM and remain open until 4PM.
6. Starting at 8:30AM, the road will be closed to traffic at No. Hillside Ave./Main St. and closed at the other end at Hunter St./Main St. There will be police officers and event volunteers at the barricades to check you in.
7. Drive carefully to your booth spot as per map, unload everything and please get your car off the street as soon as possible (see below re: parking). We have over 80 vendors/food trucks coming so Main St. will be busy!
8. All vehicles must be removed from the event area/Main St. by 10:30AM.
9. Don't forget the booth decorating contest! The judging runs from 11:05am to 11:45am. Winner (most festively decorated booth) is announced at 12:00 noon. Winner gets free booth at next year's event.
10. **PARKING:** Some vendor parking is behind the Library in their parking lot. Do NOT park in the spots on map marked "for Library patrons". If spots run out at the Library, parking is available around the block at the Franklin Elementary School, 8 Meeker Street, Succasunna NJ, which is behind the Methodist Church. You can walk through the cemetery to get to your vendor spot on Main St. Additional parking is available at the Lincoln/Roosevelt School, 34 No. Hillside Ave., Succasunna. There will be a shuttle (Dial a Ride van) running from Franklin/Lincoln/Roosevelt Schools to Main St. Another parking lot for event is at St. Therese Church, 151 Main St., Succasunna, also with shuttle van service to event. Shuttle vans (2) start running at 10:00am and run until 5:00pm.
11. **Parking for Disabled (placard required):** There are two spots in the Library's rear lot. There will be additional spots next door to the Library at 109 Main St. (Main St. Custom Homes & Remodeling).
12. Booth space is 10' x 10' (unless you paid for extra spots). No electric is available. You bring your own table(s), chairs, etc. If bringing an EZ-up tent/canopy, it must be safely secured somehow so as not to blow away – you will be on asphalt street, not grass. No propane heaters under tents per Fire Official.
13. Please DO NOT put any of your belongings on the property owners' land behind your booth spot.
14. Vendors must remain open until 4PM. No vehicles will be allowed on Main St. until 4PM to load up vendor's property.
15. Vendors will have from 4PM to 5PM to pack up and exit the event area.
16. All vendors must leave their areas clean and free of any debris/trash.
17. No unattended vehicles may be left on Main St. or nearby parking areas the night before or after the event.
18. **Food trucks** will park in the Methodist Church parking lot (spots assigned as per map). If detaching vehicle from trailer, vehicle can park in rear lot of Methodist Church.
19. **Bathrooms** are available at the Roxbury Public Library, the Presbyterian Church and the Methodist Church. **Please DO NOT ask to use the bathroom at Main St. Chiropractic. (100 Main St.) or any other Main St. property.**
20. The more the merrier! Bring friends to help work your booth, then you can take turns enjoying the festival and stop inside the Library and churches to eat, hear music, have coffee/hot chocolate (warm up ☺) and say hi to Santa!
21. My cell # is **973-224-9135**.

Thanks and can't wait to see you all at Home for the Holidays this Saturday!
Michele O'Halloran
Executive Assistant to the Township Manager
Township of Roxbury (office phone # 973-448-2002)