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**Mayor**

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**Township Committee**

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**Township Administrator**

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**2018 MAC Committee**

Eva Jo Alvarez  
Laura Carlisi  
Diana Cochran  
Eli Cohen  
Daria D'Agostino  
Kathleen Donohue  
Kaleigh Donohue  
Judy Drucker  
Teresa Erlitz  
Marty Gelfond – co-chair  
Jeff Glanzer  
Tommy Gordon – co-chair  
Barry Jacobson  
Eliot Lilien  
Andrea McPherson  
David Michael  
Bridgett Oberhuber  
Joseph Oberhuber  
Andrew Pisani  
Andrew Pisani, Jr.  
Bianca Pisani  
Amelia Rendeiro  
Adam Scovill  
Linda Steele  
Beatrice Truscelli

**Township Liaison**

Susan Cohen

# 2018 Manalapan Day

## *Rules & Regulations*

'Manalapan Day' is a family event held at the request of the Manalapan Township Committee. The Manalapan Arts Council (MAC), a group of dedicated volunteers, serves as the lead and coordinating Committee for this event and will run Manalapan Day with the Administration Department and Department of Public Works (DPW), with participation from all Manalapan Township Departments. All Advisory Committees appointed by the Manalapan Township Committee are invited to participate at no charge.

Located at the Manalapan Recreation Center, entry is free of charge to the public! Park control is under the Township Administration Department and DPW for this event and coordinated by MAC. **All park operating rules and regulations remain in effect.**

Public safety shall be the first priority of all Manalapan Township employees and volunteers. The Police, Fire, and EMS will establish a Unified Command Post during the event. ALL matters of public safety should be directed and communicated with this Command Post.

Rules and directions from Police Department, Fire Department, Office of Emergency Management, Unified Command Post, Director of Public Works, Township Administrator, Mayor, or Township Officials will override directions from MAC.

A MAC Table will serve as the "Information Booth". A MAC Member will staff the table during the event and be available to the public.

These rules apply to all vendors (Food, Informational, Merchant & Sponsors) at Manalapan Day.

- ❖ Any vendor deemed "objectionable or inappropriate" for this event may be denied entry.
- ❖ All Vendors must sell or exhibit from their assigned space.
- ❖ The MAC Committee will assign spaces as they see appropriate.

## *Rules & Regulations – cont.*

- ❖ The committee will NOT accommodate space requests, all spaces are assigned at random.
- ❖ The Committee will assign spaces to provide the best fit, flow, interest, and diversity for the public. Any vendor may appeal any determination by MAC to the Township Administrator.
- ❖ No vendor shall be granted exclusive right's to sell any product or service with the exception of the Rides vendor, unless MAC reasonably determines that there are an excessive number of vendors of a particular product or service. A determination, decision and/or exception shall be made by MAC whose decision may be appealed by the vendor to the Township Administrator.
- ❖ Due to the timing of this event, religious organizations, churches, synagogues, etc. are asked NOT to participate to recruit members. They may participate if selling products or running a non-denominational game or activity as a fund-raising event.
- ❖ There will be professional rides at this event. This vendor must be a “sponsor” and pay an agreed fee to participate as well as provide all necessary licenses & permits in advance.
- ❖ All rides and equipment must conform to all Manalapan Township ordinances & Fire Codes, NJ State, & Federal applicable laws. No other vendor will be allowed to compete with the Ride vendor with similar rides. Pony Rides are an exception.
- ❖ Vendors must stay within their assigned area and shall not move their booth without consent of the MAC Chairman. Vendors cannot leave their booth until 10:00 pm!
- ❖ Prohibited are: Recalled toys, water guns, candy or toy cigarettes, cigars, pea shooters, silly string, stink or smoke bombs, x-rated items, bumper stickers or firecracker pops. We reserve the right to exclude any inappropriate items being sold.
- ❖ All state sales tax rules apply to all vendors including the posting of a valid NJ Sales Tax Certificate.
- ❖ All Food Vendors must have their prices clearly displayed. MAC shall not be involved with any vendor pricing.
- ❖ All vendor signs must remain within the assigned space. Any objectionable signs must be removed immediately.
- ❖ There will be NO political signage or campaign literature allowed.
- ❖ Any abusive conduct by a vendor, failure to follow directions, inappropriate behavior, gestures, language, etc. towards a member or members of MAC, Manalapan Township Officials or to members of the public shall be considered cause for removal from the park and/or exclusion from future Manalapan Days and Manalapan Township events. Such circumstances must be communicated immediately to the MAC Chairman, who shall report to the proper Township Officials.

## *Rules & Regulations – cont.*

- ❖ Water, ice, generators, electricity, lighting, tables, chairs, & tents will NOT be supplied to vendors.
- ❖ Manalapan Township Committees and Departments must make their OWN arrangements for tables, chairs, ice, water, electricity, lighting, signs, transportation, and tents. These arrangements cannot be made with the MAC Committee.
- ❖ Courtesy will be extended to Sponsors whenever possible. Any special requests MUST be made in advance.
- ❖ Sponsors may also be extended courtesy for performance times, vendor booth size, and vendor locations.
- ❖ ANY special requests must be in writing to MAC IN ADVANCE of the event.
- ❖ No begging or soliciting for donations. Any fundraising MUST include selling a product or a service only. Asking for donations will NOT be permitted unless approved by MAC. Soliciting for members of your organization and gathering information and contact information is permitted.
- ❖ Displays or demonstrations are allowed but may not include soliciting for donations unless a product or service is exchanged.
- ❖ **No Stage Time** will be given to any fundraising groups for auctions, raffles, announcements, etc., unless arranged prior to the event with the entertainment sub-committee.
- ❖ Participation in Manalapan Day is considered a privilege. Due to the size and planning for this one day event, a “rain date” may not be scheduled. Due to financial obligations and contractual commitments, there will be **no refunds** to participants, sponsors or vendors.
- ❖ There will be a fee charged to all Food Vendors. There are no exceptions for non-profit organizations.
- ❖ A fee will be charged for all other vendors. Manalapan Township Advisory Committees, & Departments, will be exempt from fees and be provided space IF space is available.
- ❖ Event Sponsors may be given exhibit space according to their level of sponsorship.

***These rules and regulations have been approved by MAC and filed with the Manalapan Township Administrator.***

***All Manalapan Day exhibitors, vendors, and sponsors participate in the event at their own cost, expense and risk.***

***Neither MAC nor the Township of Manalapan or its agents, employees, officials or volunteers are liable for losses, damages or claims of any kind; and they shall have no liability for delay, damage, cancellation or closure of the event due to inclement weather, any other cause or the determinations made by appropriate legal authorities. Additionally, each vendor, sponsor, or exhibitor shall maintain appropriate insurance coverage at their own cost and expense.***

