



AUTUMN LIGHTS FESTIVAL 2023 LOAD-IN INFORMATION



Festival Address:

Autumn Lights Festival
1 Marshall Hill Rd.
West Milford, NJ 07480

Festival Hours:

SATURDAY, OCTOBER 7TH 2023 – 11 AM-6 PM

SUNDAY, OCTOBER 8TH 2023 – HARD RAIN DATE – SAME HOURS

Right now, there's a 50% chance it will be looking like Sunday for the festival. We will make the official announcement on Thursday morning via email, EventHub, and social media. It is still too early to make this call.

POLICE CHECKPOINT: Intersection of Marshall Hill Rd & Union Valley Rd.

UNION VALLEY RD ENTRANCE WILL BE CLOSED AT THE TIMES LISTED BELOW
– IF YOU ARE NOT CHECKED IN BY SAID TIME, YOU WILL BE DENIED ENTRY

We ask that you start breaking down no earlier than 5:45 PM.

Standard Booth Space: 10x12

THERE ARE NO INDOOR SPACES FOR THIS EVENT – THIS IS AN OUTDOOR
EVENT

LOAD-IN INFORMATION:

SETUP FROM 7:00 AM HARD CLOSE AT 10:15 AM

BREAKDOWN – 5:45 PM – EARLIEST VENDORS CAN CHOOSE TO START
BREAKDOWN FOR THE DAY – NO CARS CAN MOVE UNTIL ALL SPECTATORS
HAVE LEFT THE STREET!

VENDOR PARKING INFORMATION:

DEPENDING ON WHICH COLOR ZONE YOU ARE ASSIGNED, YOU WILL BE
DIRECTED TO THE PARKING LOT CLOSEST TO YOUR ASSIGNED BOOTH
LOCATION.



AUTUMN LIGHTS FESTIVAL 2023 LOAD-IN INFORMATION



BOOTH SPACE: Upon arrival, you will be directed to the proper color zone you are designated in, told your booth number, and if you are on the left or right side of the road.

Once you have loaded in, you will need to park in the designated "Vendor Parking Area" that is closest to your color zone. Signs will be posted in each area

This is "First Come, First Served" and space is limited. If the space is already filled up, you will be notified where to park by ALF Staff. There will be signs posted for "Vendor Parking" There will also be event staff assisting with where to park.

Please do not block resident's driveways, or fire hydrants, too close to intersections or stop signs. You will be towed at your own expense.

Food Vendors: If you have a trailer that you don't operate out of, you must "Drop & Go" and leave with your trailer. You will need to park your vehicle and trailer in the designated parking lot or street within your color zone. You will be given 10x12 space unless you purchased more than one booth or are a food truck of which you will have 10x24 feet of space.

Merchant/Craft Vendors: Spaces are 10x12. You will need to provide your own power (small generator only) and shelter. We are not responsible for the setup or breakdown of your booth or your personal belongings. The vendor is responsible for their own tent, tent weights, tables, chairs, and power.

West Milford Board of Health: If you did not apply to the West Milford Board of Health for your food-related booth, you will be denied entry and the township will not allow you to vend for the festival.

West Milford Fire Prevention Bureau: If you did not apply to the West Milford Fire Prevention Bureau for the use of "Open Flames", you will be denied entry and the township will not allow you to vend for the festival. They issue the approved permit on the morning of the event. You must also have a fire extinguisher for your booth.

ATM: We will have 3 ATMs throughout the festival.

Bathrooms: There will be portable restrooms on-site throughout the entire festival.

Garbage & Recycling: Please bring your own garbage can/bag for your own garbage. ALF will provide each vendor with ONE (1) courtesy garbage bag. Every hour a "Festival Works/ALF" employee or volunteer member will come around to collect garbage. Please do NOT put cardboard in the garbage cans, please place it standing up between the garbage and recycling. Please do NOT place your garbage in the public



AUTUMN LIGHTS FESTIVAL 2023 LOAD-IN INFORMATION



garbage bins throughout the event – Please leave any garbage bags on the backside of your booth at the end of the day festival staff will come to collect everything.

Cleanliness: We ask that you always keep your booth clean and presentable and not overflow into other vendor booths or into the main walkways. Please be kind to your neighbors.

Entertainment: It may be loud at times, but we have worked with our production company to keep the decibel levels at a minimum.

Weather: This is a Light Rain or Shine Event. Come prepared. The Hard Rain Date is the following Day on Sunday – THERE IS A 50% CHANCE THIS MAY BE THE FESTIVAL DASTE – ANNOUNCEMENT TO BE MADE THURSDAY MORNING.

Main Stage & Biergarten Performers:

1612 Union Valley Road, West Milford, NJ 07480

Is your load-in address – you will be directed to where to load in/out throughout the day – Please come via Greenwood Lake Turnpike Direction – Use Tractor Supply as a GPS starting point and then travel to the festival if you are not familiar with the area.

11 AM Wicked Garden – ALF Beer Garden – Please arrive by 10 AM

11 AM Rob Canillo – Main Stage – Please arrive by 10 AM

2 PM - 3M Band – ALF Beer Garden – Please arrive by Noon – Park in the back of Valley View – Call Festival Works Artist Liaison upon arrival

2 PM – Mr. Love Joy – Main Stage – Please arrive by noon – we need to coordinate your arrival and vehicles. Call Festival Works Artist Liaison upon arrival

Wells Fargo & West Milford Fire Dept Beer Garden Performance

1 Marshall Hill Rd, West Milford, NJ 07480

Is your load-in address – you will be directed where to load in/out throughout the day

11 AM – Mike & Krissie – WMFD Beer Garden at JAE Power Center

11 AM – DJ for Dance Academy – Wells Fargo Parking Lot

PLEASE TRY YOUR BEST TO CARPOOL AS MUCH AS POSSIBLE. WE HAVE EXTREMELY LIMITED PARKING AND IT IS MOSTLY RESERVED FOR FOOD & CRAFT VENDORS, EVENT STAFF, AND EMERGENCY SERVICES.

Please have all your equipment dropped off 2 hours prior to your performance – we will provide a secure area to store your belongings. No vehicles are allowed to enter the



AUTUMN LIGHTS FESTIVAL 2023 LOAD-IN INFORMATION



festival once it has opened for the day. Festival Works Staff May need to assist with moving your gear at times.

Once you have dropped off your equipment, you can park your car in one of the designated parking areas for the day, walk back to the stage area, and set your gear up when the time is necessary. If you need to leave and come back later, you will have to park off-site for the remainder of the day and won't be allowed to come back with your vehicle until the festival is over.

We ask that you are completely set up and sound-checked 30 minutes prior to performing.

BANDS WITH TRAILERS: If you have a trailer, we ask that you "Drop & Go". This means unloading and parking your truck and trailer offsite. Once you have offloaded your trailer, please follow the instructions above for parking your vehicle. We ask that you only come by one vehicle as there is very limited space. We may or may not have vehicle/trailer parking next to the stage. This will be determined on the morning of the festival.

Audio: We have a full-service professional production company for the Main Stage Only. Everything for sound will be provided. You are responsible for your own backline. However, we always recommend bringing anything specific you may need. For those performing in the WMFD Beer Garden and the ALF Beer Garden, you are to provide your own setup and backline. Bring extension cords!

Band Merch Booth – If you have a merch booth, you must have it set up under your own tent next to or near the main stage. Please notify the production coordinator if you will have a Merch Booth.

Site Contacts:

Vendor Management: Jackie Carleton

Construction Dept: Thomas Dieber

Maintenance: Richard Jonas

Amusement Dept: Carla Perls-Agresta

Décor & Art Department: Laura Katona

Sponsor Liaison: Tara McLoughlin

Event Director: Christopher Carey