



NAME: _____

TIME: _____

DATE: _____

ROOM: _____

VENDOR PROCEDURE FOR ADDISON PARK

GENERAL INFORMATION

1. **DO NOT** enter through the front of the building. **ALL VENDORS AND ACCOMPANYING PARTIES** are to pull around to the back of the building to the first set of grey doors on your left.
2. Bring this form with you in order to identify yourself to your maitre d' and to be directed to the appropriate room. **DO NOT** unload any equipment before finding your maitre d' and room.
3. All equipment must be loaded in through the kitchen doors that you entered. Coming in through any other doors in the kitchen will cause the alarm to sound.
4. The room will be available **TWO HOURS PRIOR** to event, unless otherwise informed.
5. **ALL BANDS, DJs, PHOTOGRAPHERS, VIDEOGRAPHERS, AND ENTERTAINMENT COMPANIES:** You must have and provide proof of insurance coverage, as required by law. Proof of insurance must be provided by ten days prior to the event. Be sure to include the name and date of the function your services will be provided for.
6. All supplies you will need are to be brought with you. Addison Park is **NOT** responsible for providing tape, scissors, ladders, food or beverage, etc.
7. All vendors and accompanying parties must wear appropriate clothing during their entire time at Addison Park. No cutoff shorts, baggy clothing, sleeveless tops, or jerseys are acceptable.
8. You will have **ONE HOUR** to break down your equipment once the affair is over. **NO** exceptions. Should you be unable to complete break down in this time, you will have to return the following day at 11:00 am to retrieve the rest of your things. ****During the break down time you must also dispose of all refuse, including any items distributed during the affair.****
9. **UNDER NO CONDITION** are any vendors permitted to consume alcoholic beverages while at Addison Park. Vendors may be served any and all non-alcoholic beverages served at the event.
10. Vendors are allowed to eat during the **last fifteen minutes** of the cocktail hour of **their event only**.

ENTERTAINMENT GUIDELINES

1. You are required to contact Addison Park a minimum of ten days prior to your affair to inform us exactly what kind of equipment you will be using. Certain equipment, such as projection screens and smoke machines, are **NOT** permitted in the building.
2. Any uplighting must be discussed with the banquet manager prior to the event. Addison Park **DOES NOT** allow wired systems.
3. Spin Art, Colored Sand Art, Painting activities and all games that involve a ball are **NOT PERMITTED**.
4. Please contact Addison Park a minimum of ten days prior to your affair to discuss the amount of space required for your equipment.

PHOTOGRAPHER/VIDEOGRAPHER GUIDELINES

1. **DO NOT**, under any conditions, move any of the furniture or decorations in the lobbies, bridal suites, offices, ballrooms, or cocktail lounges.
2. **BEFORE TAKING ANY PHOTOS/VIDEO**, speak with your maitre d' for the time frame allotted for your event to do so. Out of courtesy to any other events taking place in the facility, your time will be limited and therefore should be structured and controlled.

FLORAL/DECORATOR GUIDELINES

1. **DO NOT** use any tape on floors or walls, as this will cause damage that you will be held responsible for.
2. Florists must have all floral arrangements completed and ready for placement prior to arrival at Addison Park. **NO arrangements may be made on the premises. NO putty, "Sure Stick", "Floral Life," etc. is permitted.**
3. All candles must be enclosed in glass. No open flames are permitted in the building. All arrangements containing candles must be tested prior to arrival to be sure they pose no fire hazard.
4. Helium tanks are not permitted in the building. All balloon decorations must be made off the premises.
5. You are not permitted to construct or provide any platforms, stages, steps, or other structures for your event.

DRIVING DIRECTIONS

From NJ Turnpike

Take exit 11 to Garden State Parkway South. **Follow Garden State Parkway** (Traveling South to Exit 120) **Directions.**

Garden State Parkway (Traveling South to Exit 120)

Exit 120 off GSP. Merge right onto Matawan Rd. 1st traffic light Cliffwood Road make left turn. Take Cliffwood Road for 1.5 miles to traffic light at Route 35. At traffic light make left turn on Route 35. 1st traffic light make right to *Addison Park*.

Garden State Parkway (Traveling North to Exit 120)

Take exit 120. Turn right off exit on Matawan Road. 1st traffic light Cliffwood Road make left turn. Take Cliffwood Road for 1.5 miles to traffic light at route 35. At traffic light make left turn on Route 35. 1st traffic light make right to *Addison Park*.

From Staten Island Brooklyn and Long Island

OuterBridge Crossing to 440 for approx 3 miles to Garden State Parkway South. Take Parkway South **Local Traffic** to exit 120 then follow Garden State Parkway traveling south to Exit 120 directions.

From Freehold

Take route 79 north past route 34. Follow 79 (Main Street) after Matawan Train Station. At second light make left on Nappi Place. Go over the overpass and make right onto route 35 north, go to the 3rd traffic light and make right to *Addison Park*.

For GPS Navigation: Put in 150 State Route 35, Aberdeen, New Jersey 07735