



# 11<sup>th</sup> Annual BOO by the Woods! Trunk or Treat Vendor Application

EVENT DATE: SATURDAY, OCTOBER 12, 2024 4pm-9pm

Location: Avon Lake Public Library, 32649 Electric Blvd, Avon Lake, OH 44012

Entry Fee: \$0, must provide pre-packaged candy/giveaway for 2,500 youth

COMPLETE ALL PORTIONS OF THIS APPLICATION, **Application deadline is Wednesday, October 4th at 5:00pm**

Applicants must be a part of a business or organization. Organizations are prohibited to sell items, but coupons, business cards and marketing materials are permitted.

Business/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

What are you providing/handing out: \_\_\_\_\_

Additional rules & guidelines:

\*Vehicles must be used for trunk or treat and must be decorated.

\*Vehicles must arrive between 2:30-3:30pm. Late arrivals will not be allowed to enter.

\*It is required to distribute trunk or treat candy to everyone in the line, approximately 1,000 items required.

\*MUST dress up & decorate vehicle

\*For safety purposes, vehicles are not permitted to leave until after 7:30pm

Signing this form signifies that you have read and agree to the waiver below and all vendor rules & regulations on the back of this form:

I/We, \_\_\_\_\_, of the above named participant/group and in consideration for the participation of the registrant in any and all of the activities involved in, Avon Lake recreation programs including, but not limited to participating in activities, playing games, practicing sports and activities, transportation to and from Avon Lake sanctioned activities, which activities we know and understand to involve inherent risks of personal injury, I/We hereby release, absolve, indemnify and hold harmless the City of Avon Lake and its administrators, the Avon Lake Public Library, Lorain County Metro Parks, Kopf Reservation, and any other persons or entities involved with the administration of the event from any and all liability for personal injuries, damages, or losses which we or the registrant may sustain in the above referenced activities. I authorize

the City of Avon Lake to take and use without payment, photographs/video of me and/or my child during recreation programs/activities as needed for public relations and marketing purposes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return all completed applications to: Avon Lake Public Library, 32649 Electric Blvd. or email to [salltmont@avonlake.lib.oh.us](mailto:salltmont@avonlake.lib.oh.us)

#### Trunk or Treat Rules & Regulations

1. Due to space availability, Avon Lake Parks & Recreation has the ability to limit the number of vendors and business types. Applications are accepted until the end of registration or until all vendors spaces are filled, whichever comes first. Late, incomplete applications will not be accepted.
2. No access to electric and water. Generators must be pre-approved and only quiet generators will be allowed.
3. All vendors must provide their own tables, chairs, etc. Tents are not permitted unless rain is in forecast. All tents MUST be weighted down during the entire event. Event hosts are not responsible for any damaged property due to weather.
4. Set up and break down times must be adhered to. Late arrivals, early break downs or no shows may result in being banned from future events. Vendors must staff their booth during all hours of the event.
5. Vendors must park in the designated parking areas. Driving past the trunk or treat area is prohibited.
6. Vendors may only sell items that are listed on their application. Vendors will be asked to remove any item not listed on the application or may be removed from the event. Sponsors may give out information, sell related items/services and/or provide an interactive activity/game.
7. Event representatives have sole discretion on acceptability of items and reserve the right to remove any items from vendors.
8. Vendors are not to relocate or move from their assigned spaces. Vendors must not infringe on other spaces or in public areas. Vendor spaces are 10 foot by 10 foot, unless otherwise noted.
9. All events are rain or shine! All vendors are expected to participate at all times.
10. Only approved food vendors can provide food, beverage and water. No food or beverage may be provided for sale or for free to any person attending the event.
11. Smoking and consuming outside alcohol is strictly prohibited.
12. Additional rules and regulations may be listed on the application or sent out via email prior to the event.
13. The City of Avon Lake and Avon Lake Public Library are not responsible or liable for damages, injury or loss to any persons or goods from any cause whatsoever. The Town of Indian Trail cannot be held responsible for any claims for damage, injury or loss arising out of or in connection with use of space or ground of the event.

By signing the application, you are agreeing to follow the rules and regulations stated above.

Please return all completed applications to: Avon Lake Public Library, 32649 Electric Blvd. or email to [salltmont@alpl.org](mailto:salltmont@alpl.org)

Please email [salltmont@alpl.org](mailto:salltmont@alpl.org) with questions.