

Trunk or Treat Business Application

EVENT DATE: Saturday, October 26, 2019 5pm – 7pm
Location: JF Gregory Park, 521 Cedar Street, Richmond Hill, GA 31324
Businesses must provide candy for approximately 2,000 youth

COMPLETE ALL PORTIONS OF THE APPLICATION

Application Deadline: Friday, October 4, 2019

Vendors are prohibited to sell, but coupons, business cards and marketing material is encouraged

Business/Organization Name: _____

Type of Business: _____

Contact Name: _____ Phone: _____

Email: _____ Website: _____

Mailing Address: _____

Electric is extremely limited and not guaranteed. Please indicate if you need electricity: Yes No

Additional rules and guidelines:

- *Vehicles must be used for Trunk or Treat and must be decorated
- *Vehicles must arrive between 2:30-3:00pm, late arrivals will not be allowed to enter
- *Must distribute candy to everyone in the Trunk or Treat line, approximately 2,000 items required
- *Teal Hour for special needs children will be from 3:30-4:30pm. Please adjust decorations, costumes, and music to provide an inclusive, accessible, and sensory-sensitive experience from 3:30-4:30pm.

Signing this form signifies that you have read and agree to the Hold Harmless Agreement stated below:

We/I, _____ (the "Indemnifying Party"), agrees to protect, defend, indemnify and hold harmless the City of Richmond Hill (the "City"), its officers, employees, representatives and agents from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees (including attorney fees) or other expenses or liabilities of every kind to the extent such claims, losses, damages or expenses are caused by any negligent act, error or omission, or willful or wanton act, of the Indemnifying Party, its officers, employees, representatives or agents. The Indemnifying Party further agrees to investigate, handle, respond to, and provide a defense for any and all claims (with counsel approved by the City) at its sole expense, including all costs and expenses related thereto. The City may, at its sole and absolute discretion, chose to defend any claim and the Indemnifying Party agrees to indemnify and reimburse the City for all costs and expenses, including attorney fees, incurred by the City in defending the claim.

Signature: _____ Date: _____

Please return all completed applications to: 40 Richard Davis Drive, Richmond Hill, GA 31324
or email the completed application to marketing@richmondhill-ga.gov.

Vendor Rules and Regulations

1. Due to space availability, The City of Richmond Hill 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.
2. Access to electric and water is very limited and not guaranteed. Generators must be pre-approved and only quiet generators will be allowed.
3. All vendors must provide their own tents, tables, chairs, etc. All tents MUST be weighted down during the entire event. The City of Richmond Hill is 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. Vendors are able to unload their booth materials and then immediately move their vehicle. Vehicle must be moved prior to setting up vendor space. Driving within the park, on fields, courts or sidewalks is prohibited.
6. Vendors are prohibited to sell, but coupons, business cards and marketing material is encouraged. Vendor may give out information, related items/services and/or provide an interactive activity/game within their designated space.
7. The City of Richmond Hill and its 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 18 feet by 9 feet, unless otherwise noted.
9. If the event is cancelled for any reason, the City is not liable for any damages, financial or otherwise due to cancellation.
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 unless previously approved.
11. Smoking and consuming alcohol is strictly prohibited.
12. Pets are prohibited from events. Exceptions may be made for service animals and events that feature animals, but all animals must be up to date on vaccinations and preapproved.
13. Additional rules and regulations may be listed on the application or sent out via email prior to the event.
14. The City of Richmond Hill is not responsible or liable for damages, injury or loss to any persons or goods from any cause whatsoever. The City of Richmond Hill 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.