

Halloween Skelebration!

Bone Rattling Fun for Everyone!

VENDOR Instructions, Rules, & Codes of Conduct

Friday, October 31, 2025 4:00 pm – 8:00 pm

Northside Hospital – Cherokee Amphitheater, 101 Arnold Mill Road, Woodstock 30188

Vendor parking onsite. You must have a free game, craft, or activity for the kids to participate.

We expect over 2,000 participants each year!

This is a free event and appropriate for all ages! Kids can trick-or-treat with vendors and staff, play carnival games, mini golf, make giant bubbles, crafts, activities, pumpkin inflatable, and enjoy fun skeleton and inflatable displays to make the night extra exciting and playfully spooky! The Scarecrow Invasion will be taking place on the upper level of the park adding to the entertainment. We offer this event each year to give the kids a safe alternative to door to door trick-or-treating. Our guests will have fun and depart safely with lots of treats, trinkets, toys, and happy memories!

REGISTRATION & PAYMENT

Vendor registrations must be submitted by the deadline of **Friday, October 24, 2025**.

ALL Vendors and Exhibitors are chosen at the discretion of City of Woodstock event staff, not by first come, first served.

All Vendors and Exhibitors agree to display and sell only those goods described on their registration.

Your registration can be denied for any reason.

You must have all of your staff/volunteers sign the Group Accident/Liability Waiver. We will pick up at your booth at the start of the event.

Vendors agree to be present for all scheduled event hours.

CANCELLATIONS

Any cancellations by applicant will result in the forfeiture of all fees.

There will be no rain date.

There will be no refunds because of the weather *unless* the City of Woodstock cancels the event due to inclement weather.

The City of Woodstock reserves the right to cancel an event for any reason at any time.

Check the website *before* heading out to any event.

If you are required to provide a certificate of insurance and don't, your registration will be cancelled with no refund.

REFUNDS

We do not guarantee sales, participation, or visitation by event guests to your booth area.

Event staff have the right to assign vendor booth space to areas at their own discretion.

No refunds will be given based on lack of sales, location of booth, competing vendors, etc.

Submitting your registration early does not guarantee you a certain space at the venue.

No refunds for late arrivals or no shows.

If you are required to provide a Certificate of Insurance and don't, your registration will be cancelled with no refund.

WEATHER POLICY

It is a rain or shine event, unless inclement, severe, extreme, or unsafe weather rolls in.

Bring tarps, tent sides, or drop cloths for quick cover if rain occurs unexpectedly. Tents are recommended.

Check our website or Facebook page for delays or cancellations. www.WoodstockParksandRec.com

You will be notified via e-mail and phone call, if necessary, in the event of a delay or cancellation.

Every effort will be made to put on the event including a delay in starting the festival due to severe weather.

We will plan for the festival to go on as usual until then.

THE EVENT WILL NOT BE RESCHEDULED.

ANIMALS & PETS

No pets other than service animals are allowed. Special circumstances, please e-mail mstockdale@woodstockga.gov.

ELECTRICITY

Electricity will be provided ONLY to those applicants who request electricity with their registration and pay the designated fee.

Vendors requesting electricity will be required to provide their own electrical cords.

Due to limited power in the park, it will be assigned first to those who need it as part of their business.

Be specific on your registration. (Fans, heaters, radios, etc. are not necessities) Only 110-volt outlets available.

GENERATORS

You may bring your own generator. Quiet generators only. Please let us know if you are bringing one.

ALCOHOL

Consumption or sale of alcoholic beverages is strictly prohibited.

For safety reasons, no alcoholic beverages are allowed to be consumed at any time by Vendors during the event.

Any Vendor believed to be under the influence of any intoxicating or impairing substance will not be allowed to participate in the event.

DRONES

WARNING: All unmanned aerial systems/vehicles, drones, or other flying devices are strictly prohibited.

TIMELINE

Vendor Load In & Set Up	2:00 pm - 3:30 pm
Festival Starts	4:00 pm
Festival Ends	8:00 pm

SET UP & TAKE DOWN DETAILS

VENDORS & EXHIBITORS

It is extremely important that you arrive at your set up time.

You MUST check in with Staff prior to setting up to receive your booth space number.

Vendors and Exhibitors agree to be present for all scheduled event hours. The event hours are 4 pm to 8 pm.

You will not be allowed to set up or break down early, this is strictly enforced.

Anyone attempting to load in early (before 2 pm) will have to wait outside the park until their set up time.

Those arriving after their set up time (3:30 pm) will be turned away with no refund.

BOOTH SPACE

Vendors are responsible for the set-up and take-down of their own booths and must provide their own set up materials including tables, chairs, tents, extension cords, etc. Your booth space is approximately 10' x 10'.

NO STAKES ALLOWED. WATER JUGS, WEIGHTS, AND SANDBAGS ONLY. You will be charged for repairs to the irrigation, water, gas, or electrical lines.

Exhibitors and Vendors are expected to keep their booth space clean, neat, free of hazards, and decorated in an attractive manner. The theme of our Halloween event is fun skeletons and bones!

All displayed items must be appropriate for family viewing, including young children.

All trash must be disposed of properly. Booth site must be broom clean prior to leaving the event. Please pick up zip ties.

Everything must be removed from the park immediately after the event.

Anything left overnight will be considered abandoned and disposed of accordingly.

Exhibitors and Vendors agree to have their booth set up and ready for business by the start of the event which is 4:00 pm.

LOAD IN & PARKING PROCEDURES

Before you arrive, be sure to have your **Parking Pass** on your dashboard to get past the Security Parking Attendants.

When you arrive, pull into the parking lot behind the stage of the Northside Hospital - Cherokee Amphitheater and park.

Check in with a staff member under the tent next to the stage. They will give you your booth site number.

Unload your materials and supplies and **immediately** park your vehicle in the back parking lot. We will have someone there to watch your things if you wish to leave them on the curb until you park your car. Please be quick so we can pull in other Vendors for unloading, too.

The reverse procedure will take place after the event. Tear down your booth site and then retrieve your vehicle for loading.

See Vendor directions, load in times, instructions, code of conduct, and load in map on the website.

These are extremely useful and necessary. Please share with other members of your group.

GENERAL RULES & CODES OF CONDUCT

Vendors will not engage in behavior that unreasonably endangers the safety of any person at the event.

Conduct on the part of any Vendor that may embarrass the City of Woodstock will be cause for immediate removal from the event by the event officials.

Vendors whose sole purpose is to advocate for a particular candidate, political party, or religious belief, must do so in a positive manner which would not disparage any other entry, political party, candidate, or religious belief. Any Vendor that violates this rule is subject to removal from the event.

The City of Woodstock's events are not partisan. The City has determined there are adequate venues for public demonstration and protests, and that active civil disobedience during the event would be detrimental to the goals and purposes of the event.

The City of Woodstock reserves the right to refuse an entry into the event if, in its sole judgement, it determines that the entry is controversial, unlawful, obscene, vulgar, defamatory, offensive to local community standards, or otherwise considered to be inconsistent with the standards, theme, quality, or purposes of the event.

Any points not covered above or elsewhere are subject to settlement by the City of Woodstock Event Management. Any violation of these rules and regulations by any vendor or exhibitor could forfeit all monies that have been paid. The City of Woodstock and Event Management reserve the right to terminate the agreement for booth space. Written notice by Event Management to terminate the agreement for booth space is not required.

Vendors and Exhibitors assume all responsibility for loss or damage of any kind to their property during events. Vendors agree to indemnify and defend said event(s), the City of Woodstock, and its employees against all claims or expenses arising out of the use of exhibit space.

Submission of registration signifies acceptance and compliance of rules and codes of conduct. Participants agree to abide by all rules, instructions, and decisions made by event officials. Failure to abide by rules, instructions, and decisions are grounds for removal from the event. It is the responsibility of each Participant to ensure that everyone in their organization is aware of and agrees to comply with these rules. Flagrant violations of these rules may prevent future participation by that organization and/or individuals involved.

I agree to the terms of this registration and will instruct members of my organization and/or volunteers to abide by its instructions, rules, and codes of conduct.

I agree to have every staff/volunteer at my booth sign the Group City of Woodstock Accident/Liability Waiver prior to the start of the event. I agree to have the signature sheet ready to be picked up at the event by City of Woodstock staff before we will be allowed to participate in the event.

You will need to print a copy of the group waiver. The printable version of the Group Waiver and the Instructions, Rules, & Codes of Conduct can be found on our website www.WoodstockParksandRec.com under Special Events, Event Details, then the Halloween Skelebration! page.

Failure to read and understand these directions could lead to disqualification from this and future events.

Please be patient with us and each other!

Thanks again for your participation!

See you on October 31st!



CITY OF
WOODSTOCK



PARKS AND RECREATION