

Halloween Trail of Tricks & Treats!

VENDOR - Instructions, Rules, & Codes Of Conduct

Thursday, October 31, 2024 4:00 pm – 8:00 pm

Rubes Creek Trail, 232 Arnold Mill Road, Woodstock 30188 (Across from Fire Station 14)

Parking is located at the Allen Temple AME Church next to the paved and lighted trail.

REGISTRATION & PAYMENTS

- Vendor Registrations must be submitted by the **deadline of October 25, 2024.**
- ALL vendors are chosen at the discretion of City of Woodstock event staff, not by first come, first served.
- Your Registration can be denied for any reason.
- Vendors agree to be present for all scheduled event hours.
- All vendors agree to display and sell only those goods described on their Registration.
- The Trail of Tricks and Treats takes place on the **paved and lighted** Rubes Creek Trail on Arnold Mill Road across from Fire Station 14. The vendors line the sides of the trail along with fun skeleton and inflatable displays, carnival games, giant bubble making, a bounce house, and music to make the walk extra exciting for the kids. Each vendor must provide a free game, craft, or activity for the kids in order to participate.

CANCELLATIONS

- Any cancellations within 14 days of the event will result in forfeiture of all fees by applicant.
- 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.
- If you are required to provide a certificate of insurance and don't, your application will be cancelled with no refund.
- Check the website for updates before heading out to any event.

REFUNDS

- We do not guarantee sales, participation, or visitation by event guests to your booth area.
- Event staff have the right to assign vendors booth space to areas at their own discretion.
- No refunds will be given based on lack of sales, location of booth, competing vendors, etc.
- If you are required to provide a Certificate of Insurance and don't, your application will be cancelled with no refund.
- Getting your Registration in early does not guarantee you a certain space on the trail.

WEATHER POLICY

- It is a rain or shine event, unless inclement weather rolls in.
- **Bring tarps or drop cloths for quick cover if rain occurs unexpectedly.**
- Check our website or Facebook page for delays or cancellations.
- 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.

FOOD VENDORS

- Food Vendors will be limited to prepackaged foods and beverages only.
- No cooking on site, electricity and water are not available.
- Sorry, no food trucks or trailers.
- All food vendors must comply with all applicable Health Department Food Handling Guidelines.

ELECTRICITY - GENERATORS

- There is **no** electricity on site.
- Vendors can bring a QUIET generator and at least a 50' extension cord with them.
- A battery-operated lantern at your booth is recommended.

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

- All unmanned aerial systems and vehicles, drones, or other flying devices are strictly prohibited.

BOOTH SPACE

- Your booth space comes with one 8' rectangular table, and two chairs. You are welcome to bring a tent.
- Vendors are responsible for the set-up and take-down of their own booths.
- All vendors will decorate their booths in an attractive manner, and are responsible for providing their own set-up materials including tents, additional tables, chairs, etc.
- All displayed items must be appropriate for family viewing, including young children.
- 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.
- Please dispose of trash in the provided trash bag. Leave the bag at your site for staff to pick up after the event.
- Vendors are required to keep their booth space clean, neat, and free of hazards.
- Vendors will not engage in behavior that unreasonably endangers the safety of any person at the event.

TRAIL TRANSPORTATION

- After parking in the Allen Temple AME Church Parking Lot, our staff will help load your things onto our trail vehicle/cart and drive you to your booth site.
- An 8' rectangle table and two chairs will be ready for you when you arrive.
- This assistance will not be available after 3:45 pm.
- After the event, pack up your site and one of our staff will be there to take you back to your vehicle.

LOAD IN/OUT INFORMATION

- After checking in, Parks and Recreation Staff will help load your items onto one of our trail vehicles/carts and take you to your booth site.
- Please do not bring extremely fragile items.
- You will not be allowed to unload prior to your load in time, this is strictly enforced as staff will not be available to transport you to your booth site.
- Vendors agree to have their booth set up and ready for business by the start of the event which is 4:00 pm.
- Everything must be removed from the trail immediately after the event.

- Anything left overnight will be considered abandoned and disposed of accordingly.
- Vendor parking is located at the Allen Temple AME Church next to the trail. Please park there where you will check in and be transported to your booth site.
- It is extremely important that you arrive at your set up time. We will not be able to transport you after 3:45 pm.
- Anyone attempting to load in early will have to wait in the parking lot until their set up time.
- Those arriving after 3:45 pm will have to walk the trail to their site. No refunds for late arrivals.
- No early breakdowns.

EVENT & LOAD IN/OUT TIMES

- **2:00 pm** Vendor set up begins.
- **3:30 pm** Vendor set up ends.
- **3:45 pm** Transportation ends.
- **4:00 pm** Festival begins.
- **8:00 pm** Festival ends.
- **8:15 pm** Transportation resumes once the trail is cleared of pedestrians.

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 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 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 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 Trail of Tricks & Treats 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 next time!

