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**Hometown Halloween 2024**

**Booth Participation Application**

**Thursday, October 24, 2024 from 5:30pm-8pm**

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

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Booth Size – One “space” is the size of a standard parking spot – roughly 9ftx18ft**

**How many spaces do you need? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Electrical Requirements: Please plan to use battery-powered lights if your display includes lighting.**

**Please list any special requests or accommodations needed for your booth:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Terms and Conditions**

**By submitting this application, you agree to the following terms and conditions:**

**Booth setup begins at 3:00pm and must be completed by 5:00pm on the event day.**

**We ask that all booths remain open for the duration of the event. Bring extra candy and giveaways. Based on years past we estimate 4,000-5,000 people will attend.**

**The City of Foley reserves the right to approve or deny any booth application.**

**Participants are responsible for cleaning up their booth area at the end of the event.**

**The City of Foley is not responsible for any loss, damage or injury that may occur during the event.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please submit completed application to info@cityoffoley.org or bring it by the Welcome Center.**

**For any questions or additional information, contact Sara Harkins at 251-943-1200 or email info@cityoffoley.org.**

**Foley’s Hometown Halloween**

**October 24, 2024**

**EMERGENCY PROCEDURES**

**Event Site:  Hwy 98/Orange Ave/Alston Street South of Hwy 98, large parking lot on Hwy. 59 West side**

**The Information Booth will serve as the central point of control, coordination, communications, and emergency information for the Uptown Halloween Event. The Main Stage will also serve as lost and found and lost children headquarters.**

**A list of emergency contacts will be sent out prior to the event via email. Please provide us with the best email address to reach your business/organization.**

***The # 1 priority is the safety and security of the participants, volunteers, and event patrons.***

**FESTIVAL LAYOUT – Map of Festival**

**A festival map will be given to all volunteers prior to the event showing the festival headquarters (the stage), all exits and emergency vehicles.**

**PHYSICAL PROBLEM - Power outage. If there is a power outage – Don’t panic – We will have emergency generator powered lights on the festival site at all times. If there is concern, direct the festival patrons to the nearest exits.**

**WEATHER - We will be watching the weather closely during the event. In the event of dangerous weather, we will notify the festivals patrons to evacuate the festival site. This will be done through the sound system at the main stage and under the direction of City personnel.**

**CROWD CONTROL – There will be Police, Fire and Emergency Vehicles throughout the festival site. In case of emergency or if you witness a potential problem, please notify one of the emergency team members or nearest police officer.**

**FIRE PROBLEM – The Foley Fire Department will be on site. In case of emergency, notify one of the emergency team. Direct patrons to the nearest exit.**

**MEDICAL PROBLEM – MEDSTAR EMS will be on festival site at all times. If medical assistance is needed, please dial 911 and contact one of the emergency team members immediately.**

**LOST CHILDREN– Please notify one of the emergency team members with a full description of the child. Sex, height, weight, age, clothing etc….if possible. We will then put the emergency team on alert to help locate the child. Have the lost child or parent report to the Main Stage located on festival site in the large parking lot.**

**BOMB/VIOLENCE THREAT – Please report any threat or suspicious device to one of the emergency team members immediately. The Police and Fire Department will respond.**

**I HAVE READ AND UNDERSTAND THE HOMETOWN HALLOWEEN EMERGENCY PROCEDURES**

**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMPANY/ORGANIZATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**