



Safe Trick or Treat Event Vendor Form
City of Huntington - Safety Town
October 29, 2019 6-9pm

Name of Vendor/Organization: _____

Vendor/Organization Address: _____

Vendor/Organization Phone#: _____

Vendor/Organization Email: _____

Does your organization need a table for the event? _____

How many chairs do you need? _____

Each vendor will agree to and expect the following at the Safe Trick or Treat Event held at Safety Town:

- Each vendor is asked to bring own table and chairs to the event. If the organization does not have this material, a few tables and chairs will be available upon request, first come first serve.
- Each vendor should bring enough candy for up to 2,500 children,
- Each vendor is encouraged to decorate their own table with Halloween themed materials,
- Each vendor is encouraged to dress in costume if permitted by the vendor's organization,
- Donations of costumes for children are being accepted from now up to the evening of the event. Please inform us if you have some to donate for the event,
- During the event families will pass through the facility where vendors will be set up around the town to hand out candy and information from their respective organizations,
- Event set up will begin at 4:30pm, one hour and a half prior to the event officially starting.

To register, please submit forms to Beau Evans at evansb@huntingtonwv.gov. For information about the event please contact Vern Casey at 304-942-8829 or Beau Evans at 304-696-5540 ext. 2066.