



City of Lynn Haven  
Halloween Carnival  
October 31st, 2023  
5:30 pm – 8 pm  
Sharon Sheffield Park  
901 Ohio Ave., Lynn Haven, FL

## Halloween Carnival Application

**Application deadline: Wednesday, October 18, 2023 at 4:30 p.m.**

### Applicant Information

Name: \_\_\_\_\_  
*Last First Organization/Company Name*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_  
*You will be contacted by the email address provided regarding your application status.*

### Important Information

*Please bring your own set up equipment (tables, chairs, canopies electricity, etc.) Set-up begins at 3:00 P.M. unless other arrangements have been made with the City of Lynn Haven staff. All vehicles must be unloaded and parked in designated areas by 4:30 P.M*

**All vendors are required to provide their own candy or prizes  
(enough for approximately 4,000-5,000 attendees).**

### Type of Booth:

**Trunk (Trunk or Treat)**

**\*Only candy, no games, in Trunk or Treat line**

**Game booth (Tent & Table on lawn)**

**\*Carnival games can only be set up on the Sheffield lawn**

**Booth size:**

10x10 game booth

10x20 game booth

There will NOT be any electricity provided at the event. You will need to provide your own source of electricity if needed. Please sign to acknowledge your understanding. **X** \_\_\_\_\_

You can scan and email your application to [communications@cityoflynnhaven.com](mailto:communications@cityoflynnhaven.com), drop it off at City Hall, or mail it to: City of Lynn Haven, Attn: Marketing & Communications, 817 Ohio Avenue, Lynn Haven, FL 32444.

**How did you hear about this Event?**

- |                                      |                                   |   |
|--------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Newspaper   | <input type="checkbox"/> Facebook | <input type="checkbox"/> Friends/Family |
| <input type="checkbox"/> Radio       | <input type="checkbox"/> Twitter  | <input type="checkbox"/> City Website   |
| <input type="checkbox"/> Other _____ |                                   |   |

**Please initial each line:**

1. \_\_\_\_ Completed application is due by Wednesday, October 18, 2023 at 4:30 p.m.
2. \_\_\_\_ You will receive a confirmation email or phone call when your application has been received. **If you do not get a call or email within a week of submitting your application, please follow up to be sure we have received it.** If you show up the day of the event and we have not received your application, you will not be able to participate. It is your responsibility to make sure the application has been received.
3. \_\_\_\_ There will be no special requests for location of your booth space unless you have a medical or health condition.
4. \_\_\_\_ Please **do not** show up before the arrival time given on the day of the event. Your event space will not be marked until this arrival time and you will be asked to wait until this time. If for some reason, you need more time than the allotted set up time, please speak with the Marketing and Communications team member at least two days in advance. Please do not choose an unmarked space and start setting up as you will be asked to move to your correct space.
5. \_\_\_\_ **Rain Policy:** We will only grant refunds if applicable when the event is a **complete rain-out** and is defined as imminent weather causing the event to be canceled by the **City of Lynn Haven**. If this occurs, a City of Lynn Haven staff member will notify you on the day of the event.
6. \_\_\_\_ **Booths and trunks MUST remain open during official event hours due to safety reasons.** Closing early negatively affects your neighbors and the entire venue. If for some reason you **must** leave before the event is over, you must **walk** your merchandise from the area and notify a Marketing & Communications team member immediately.
7. \_\_\_\_ You are responsible for providing your own equipment for set up and equipment to run during the event (tables, chairs, canopies, electricity, water, etc.)
8. \_\_\_\_ Please be prepared to **secure your pop-up tent and/or set up items** in case of windy or inclement weather.
9. \_\_\_\_ You will be assigned a time and space to set up for the event. If you do not show up on time, you will lose your space.

**For additional information, please contact the Marketing & Communications Department at 850-248-0483 or 850-248-0530, Monday–Friday 7:30 a.m. – 4:30 p.m. or [communications@cityoflynnhaven.com](mailto:communications@cityoflynnhaven.com).**

# HOLD HARMLESS, INDEMNIFICATION AND INSURANCE

The vendor agrees that he/she will indemnify and save harmless the City of Lynn Haven and all employees from any and all liability claims, damages, losses, expenses (including attorney's fee), proceedings and agrees that he/she will, at his/her own expense, defend and all actions, suits or proceedings which may be brought against the City in connection with the vendor. The vendor agrees that he/she will satisfy, pay and discharge any and all judgments that may be entered against the City in any such action or proceeding.

Vendor Signature:

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PRINT NAME:

DATE:

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