



Department of Recreation and Human Services
280 North Union Street
Rochester, New York 14609
www.cityofrochester.gov/publicmarket

HALLOWEEN "AT THE MARKET" 2022
APPLICATION FOR ORGANIZATIONS

www.cityofrochester.gov/markethalloween



Date: Sunday, October 30
Set-up: 3:30 pm - 4:30 pm
Event: 4:30 pm - 7:00 pm
Cleanup: 7:00 pm - 8:00 pm

Halloween at the Market is a hugely-popular event that allows children and families to celebrate Halloween in a safe, fun, interactive environment! We fill the vendor sheds with non-profit/family and children-oriented organizations who set up trick-or-treating stops for the attendees and offer fun, festive activities. This event is for outreach and brand awareness; we do not permit the sales of merchandise or services. There no fee to participate but organizations must turn in this application by Thursday, October 20 2022.

\*The Details:

- Turn in this application with to the Market Office, via email at PMarket@cityofrochester.gov or in person at 280 N. Union St (2-story, brick building located in the center of the market)
• Application deadline is Thursday, October 20, 2022. Market staff will send our directions, stall assignments and event prior to the event.
• Each organization will be provided with one 8-foot table, and 2 folding chairs. Please bring any additional tables/chairs needed.
• Market food vendors will be open to sell refreshments.
• In previous years, we have had 80+ organizations, and approximately 4,000 attendees, which makes this a great networking and outreach event for non-profit agencies. Please plan accordingly and bring enough activities / treats for a large audience.
• Please bring goodies to pass out to trick-or-treaters (candy not necessary). If possible, have an activity, performance, or entertainment for our attendees. Get creative, and have fun with it!

Applicant Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-mail: \*REQUIRED\* \_\_\_\_\_

Details on the activity your organization is offering: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



If you need further information and/or guidance on the above please call:

City of Rochester - City Clerk	(585) 428-6617
City of Rochester - Fire Safety Training	(585) 428-9344
Monroe County Dept. of Health	(585) 753-5065
NYS Dept. of Agriculture & Markets	(585) 427-2273 Food Safety
NYS Dept. of Taxation	(800) 698-2909 / (518) 485-2889

**RULES AND REGULATIONS:**

- A. Stall(s) are 10'X30' which includes vehicle parking. **Stall(s) must be left clean and free of litter at the end of event, do not leave unsold or unwanted items, they must go with you. All cardboard boxes must be collapsed and moved to the Cardboard compacter area in the Union Street lot.**
- B. All items are to be confined within the boundary lines to prevent injuries and to facilitate foot traffic. If the vehicle area of the stall is utilized for display and/or sales, the vehicle must be moved to a parking lot of the Market.
- C. Organizations must occupy stall(s) by 4:30 pm. If for any reason, the vendor cannot arrive by 4:30 pm, the Market must be notified prior to 4:15 pm in order for the space to be held. If such notice is not provided, The Market will offer alternative stall(s), if available, to vendor at time of arrival. However, the Market does not guarantee that such accommodations will be made.
- D. Organizations must use the stall(s) assigned to them. Sub-licensing or sharing of stall(s) is not permitted.