



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

HALLOWEEN "AT THE MARKET" 2024
NON-PROFIT ORGANIZATION APPLICATION

www.cityofrochester.gov/markethalloween



Date: Sunday, October 27
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! At this free event, attendees find the vendor sheds filled with community organizations offering trick-or-treating, activities, performances, entertainment, arts and crafts, and much more--including valuable information about programs and services. This event is for outreach and promotion; no sales of merchandise or services is allowed. There no fee to participate but organizations must turn in this application by Sunday, October 13.

- Participating organizations must be either nonprofit, or serve families/children in some capacity.
Submit via email at PMarket@cityofrochester.gov, or via mail/in person to 280 N. Union St. Rochester 14609.
Application deadline is Friday, October 18. You will receive a response to your application within a week after it is received.
Each organization will receive one 8-foot table, and two folding chairs.
Last year, we had 80+ organizations and approximately 5,000 attendees, which makes this an exceptional outreach event for community organizations.

Applicant Name: _____

Organization Name: _____

E-mail: *REQUIRED* _____ Phone: _____

Describe the activities your organization will offer: _____

When your text reaches the end of each line, click into the next line!

If your organization needs more than two 10'-wide x 30'-deep vendor stalls, check this box:

RULES AND REGULATIONS:

Stall(s) are 10' wide X 30' deep, 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 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.

Organizations must occupy stall(s) by 4:30 pm, and **stay for the entirety of the event.** Due to traffic and event attendees, participating organization's vehicles will not be permitted to exit the event early.

Treats offered must be pre-packaged; whole fruits such as apples can be offered. Home-made treats such as baked goods made in your own kitchen (rather than in a commercial kitchen by certified food handlers) are not allowed! If you are not sure if the treats you have in mind are OK, please contact the Market Office at 585-428-6907 to check.