



Hometown Halloween 2026 Booth Participation Application

Thursday, October 29, 2026 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. Break down begins at 8:00pm sharp! Please vacate the area as soon as possible so the street can be swept and the roads can be reopened. Plan to bring plenty of 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 29, 2026**

EMERGENCY PROCEDURES

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

The costume contest stage will serve as the central point of control, coordination, communications, and emergency information for the Hometown Halloween Event. The stage will also serve as lost and found and lost children headquarters.

Please provide us with the best email address to reach your business/organization. Email will be the fastest way for us to communicate with everyone.

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

EVENT LAYOUT

A festival map will be given 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 costume contest 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 our staff members or emergency services 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 costume contest stage (see map for location).

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: _____