

To: Businesses and Vendors

From: Victoria Wells, Community Services Coordinator

Date: August 16, 2022

Subject: City of Florence, Halloween Night Out 2022

The City of Florence would like to invite you to take part in our upcoming Halloween Night Out event, “Nightmare at the Ballpark”.

This family friendly event will take place on Tuesday, October 25, 2022 from 6:00pm-8:00pm at the Thomas More Baseball Stadium, home of the Florence Y’alls.

We have made some adjustments from previous events in an effort to accommodate the large attendance and promote a safe, healthy, and exciting experience for the residents of the City, our staff, and vendors.

The 2022 event will be a “walk-thru” style setup to allow in-person trick or treating, a pumpkin patch and petting zoo, photo booth, mascots and themed characters, and several other exciting components that were not possible with the previous “drive-thru” style setup.

This is great opportunity to showcase your services to families while providing candy or treats!

Event sponsors wishing to partner with the City can support the entertainment, pumpkin patch, refreshments, and petting zoo. As a local business/vendor, there will be **no vendor fee for this event**; however we do ask that you provide candy/treats for each child in attendance along with any promotional material you wish to hand out.

Political campaigns booths or sales of any kind are not permitted at this event. The City reserves the right to deny any vendor application.

For your information, the event details are provided below:

Date of the event: October 25, 2022

Location: Florence Y’alls Stadium, 7950 Freedom Way, Florence, KY 41042

Contact person: Victoria Wells, Community Services Coordinator @ 859-647-5425

Suggested arrival time for setup: 4:00-5:00PM on October 25, 2022; the loop will close to all vehicles and you must be finished with setup at 5:30pm.

Event Hours: 6:00pm-8:00pm

Estimated attendance: 1,000+ (we ask that you be prepared to provide treats for 1,000 children)

Indoor/Outdoor event: Outdoor only – rain or shine

Number and size of tables per booth: As needed; please provide your own

Number of chairs per booth: As needed; please provide your own

Tents: Optional; please provide your own

Booth Signage: Provided to you by the City of Florence

Vendor/Sponsorship forms are attached. Please complete and return this by October 14, 2022 to:

Victoria.wells@florence-ky.gov or by mail; City of Florence, Attn: Victoria, 8100 Ewing Blvd, Florence, KY 41042.

Thank you in advance for your support. Without our local business and vendor generosity, this event could not be a success.

We look forward to seeing you for a SPOOKTACULAR, “Nightmare at the Ballpark”!

Please feel free to reach out anytime with questions or for additional information: Victoria Wells, Community Services Coordinator, 859-647-5425.



**Halloween Night Out 2022
“Nightmare at the Ballpark”
Tuesday, October 25
Thomas More Stadium – Home of the Florence Y’alls
6:00 – 8:00 PM**

Name of Business _____

Contact Person _____

Business Address _____

City/State/Zip _____

Business Phone (____) _____ Cell Phone (____) _____

Email _____

Vendor Info:

City will provide signage. Vendor will provide table, chairs, tent, etc. Vendor will provide personnel, literature, treats, etc., for approximately 1,000 children.

No political campaign booths or sales are permitted.

**Please complete this form and return by
October 14, 2022:**

Victoria Wells
Administration Department
8100 Ewing Blvd.
Florence, KY. 41042
(859) 647-5425 / (859) 647-5438 Fax
Victoria.wells@florence-ky.gov