

To: Businesses and Community Partners

From: Victoria Riley, Community Services Coordinator

Date: September 12, 2023

Subject: City of Florence, Halloween Night Out 2023

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 24, 2023 from 6:00pm-8:00pm at the Thomas More Baseball Stadium, home of the Florence Y’alls.

We have made some adjustments from the 2022 event 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 community partners. The 2023 event will be a “walk-thru” style setup to allow for in-person trick or treating.

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

As a local business/community partner, 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 24, 2023

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

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

Suggested arrival time for setup: 3:00-5:00PM on October 24, 2023; 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: 2,000+ (we ask that you be prepared to provide treats for 2,000 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

Registration forms are attached. Please complete and return this by October 13, 2023 to: Victoria.riley@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 community partner 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 Riley, Community Services Coordinator, 859-647-5425.