Daleville's Hometown Halloween Festival Booth Responsibilities & Participant Information and Booth Registration Form

Booth Responsibilities & Participant Information

Thank you for participating in Daleville's Hometown Halloween Festival! Your booth helps create a fun, safe, and memorable event for families throughout our community. Please review the following expectations before the festival.

Show Us What You've Got!

This is your opportunity to showcase your organization, business, department, club, or team. Decorate your booth, wear costumes, create an exciting experience for families, and let your creativity shine! We also encourage every participating organization to bring at least one cake to help make our Community Cake Walk a sweet success.

Booth Responsibilities

- Be Creative. Showcase your organization by decorating your booth and creating an exciting Halloween experience.
- Provide a Free Activity. Each booth is expected to provide a free, family-friendly game, activity, or interactive experience for festival attendees. Activities should be appropriate for children and designed to encourage community participation, fun, and a welcoming Halloween atmosphere.
- Provide Candy or Small Prizes. Please provide candy, treats, or small prizes for participants. Non-food prizes are also welcome.
- Bring a Cake. Please consider donating at least one cake for the Community Cake Walk.
- Be Ready. Booths must be completely set up before 4:00 PM.
- Stay Until the End. Booths must remain open and staffed until 8:00 PM. Please do not leave early.
- Electricity. No electricity will be provided. If needed, bring a quiet, properly maintained generator.
- Bring Your Own Supplies. Provide your own tent, tables, chairs, decorations, games, prizes, extension cords, and other supplies.
- Keep It Family Friendly. Decorations, costumes, games, music, and giveaways should be appropriate for all ages.
- Clean Up. Remove all decorations, trash, and supplies before leaving.

Thank you for helping make Daleville's Hometown Halloween Festival a wonderful community event. We can't wait to see what you create—Show Us What You've Got!

Official Booth Registration Form

Saturday, October 31, 2026 • 4:00 PM – 8:00 PM

Organization Information

Organization/Department/Club Name:

Contact Person:

Mailing Address:

City: State: Zip:

Email Address:

Phone Number:

Booth Information

Name of Booth/Game/Activity:

Brief Description:

Booth size: ☐ 10'x10' ☐ 10'x20' ☐ Other size Other:

Power

No electricity will be provided by the City of Daleville. If power is needed, bring a quiet, properly maintained generator.

☐ Our booth will bring a generator. ☐ Our booth does not require electricity.

Booth Commitment (Initial Each)

Initials ☐ Our booth will be completely set up before 4:00 PM.

Initials ☐ Our booth will remain open and staffed until 8:00 PM.

Initials ☐ We agree to provide a family-friendly game or activity.

Initials ☐ We understand no electricity will be provided.

Initials ☐ We are responsible for decorating, staffing, maintaining, and cleaning our booth area.

Initials ☐ We agree to remove all trash and materials before departing.

Printed Name:

Signature: Date:

***Office Use Only**

Booth Number: Date Received: Cake Donation:

☐ Cake Donation Yes Yes ☐ Cake Donation No No

Approved By: