



# TRUNK OR TREAT

## OCTOBER 4, 5-7PM

**Organization Name:** \_\_\_\_\_  
**Contact Name (s):** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**What is your decoration theme?** \_\_\_\_\_  
**Name of your Responsible Adult during Event:** \_\_\_\_\_  
**On-Premise Contact Phone Number during Event:** \_\_\_\_\_

**PLEASE RETURN All REQUIRED DOCUMENTS BY SEPTEMBER 29TH**  
**EMAIL: [scampbell@cityofnorthfield.org](mailto:scampbell@cityofnorthfield.org); FAX: 609-641-6274; DROP OFF OR**  
**MAIL: 1600 Shore Road, Northfield, NJ 08225**

**If you do not receive confirmation of your registration by October 2nd, please  
contact Shannon Campbell.**

**Rules and Regulations are on a separate page.**

"To the fullest extent permitted by law, \_\_\_\_\_ (Name of Contractor/Exhibitor/Facility User) agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Northfield, its employees and volunteers, elected and appointed officials, its agents, employees and volunteers and others working on behalf of the City of Northfield against all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Northfield, its agents, employees and volunteers and others working on behalf of the City of Northfield by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract"

**By:** \_\_\_\_\_  
**For the Organization**


**By:** \_\_\_\_\_  
**City of Northfield**

\_\_\_\_\_  
**Witness or Notary**

\_\_\_\_\_  
**Witness or Notary**

**\*\* OFFICE USE ONLY \*\***

**Date Received:** \_\_\_\_\_ ☐ Email ☐ Fax ☐ Mail **Confirmed with...** ☐ Phone Call ☐ Email  
**Insurance/COI received:** \_\_\_\_\_ **Hold Harmless received:** \_\_\_\_\_  
**Campsite Number:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_



# Trunk or Treat 2025

## Exhibitor Rules & Regulations

Trunk or Treat, is an event where businesses, non-profit organizations, and families decorate the trunks of a car and fill it with candy/treats for the children of our community. The children walk around to each decorated vehicle to get their treats! We anticipate an amazing turnout and are excited to continue making this a great event!!!

Date: Saturday, October 4, 2025

Event Time: 5:00-7:00 pm

Location: Birch Grove Park, Campground

Set Up Time: 2:30pm to 4:45pm

### Rules:

1) Registration is due as soon as possible, but must be received no later than Monday, September 29th.

2) You will need to provide your own decorations for your trunk. Displays in the campground must include a decorated vehicle with costumed adults. Cars participating in the event, must be turned off during the event time slot.

Keep in mind this is a family event & all decorations should be appropriate for children 0-12....

Please avoid overly scary displays & costumes!

Please note... electricity is available in the campground.

3) One responsible adult must be present at each vehicle at all times during the event.

4) We ask that you please provide us with a Certificate of Insurance for your organization and current vehicle insurance for each vehicle participating with a limit of 2 per location (each vehicle must be registered and insured). Please see following page for limits.

5) Each organization is responsible to provide a sealed individually wrapped candy or treat. Please come prepared with at least 900 items to ensure that every child gets a treat!

6) Registered participants may check in to the designated parking spaces at 2:30pm to set up! - If you need earlier access, please contact Shannon Campbell.

7) All vehicles must remain in their spots until the conclusion of the event... you may begin un-decorating at 7:15 pm, but must wait until the Police deem it safe to begin exiting.

8) Upon completion of the event, please insure the area around your treat stop is clean & all trash removed prior to leaving.

We look forward to a Great Event with Your Help!!! Should you have questions, please feel free to contact Shannon Campbell at 609-641-2832 x125 or email her at [scampbell@cityofnorthfield.org](mailto:scampbell@cityofnorthfield.org)

# Schedule of Insurance\*

Notwithstanding the indemnification and defense obligations of the **USER**, the **USER** shall provide at its own cost and expense proof of the following insurance to the “**MUNICIPALITY**”:

- General Liability including Products & Completed Operations Insurance with a minimum combined single limit of liability per occurrence for bodily injury and property damage of *one million (\$1,000,000) dollars\** with a minimum annual aggregate of *two million (\$2,000,000) dollars\**.
- **MUNICIPALITY** shall be named as an “Additional Insured”.
- A copy of the “Additional Ensured” Endorsement shall be provided

Failure by the **USER** to supply such written evidence of required insurance and to maintain same for the duration of this agreement shall result in default of this agreement and **USER** shall be prohibited from using said FACILITY (IES).

The insurance companies for the above coverage must be licensed by the State of New Jersey and acceptable to the **MUNICIPALITY**. The **USER** shall take no action to cancel or materially change any of the insurance required under this Contract without the **MUNICIPALITY**’s prior approval. The maintenance of insurance under this section shall not relieve the **USER** of any liability greater than the limits or scope of the applicable insurance coverage.

# Instructions for Obtaining Insurance

In order to facilitate the purchase of special event insurance our municipality allows you to do so on-line by using your own credit card. You may obtain a quote without obligation to purchase by following the instructions below:

1. Visit the TULIP website at:

<https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>

2. For the Venue Name: Northfield Birch Grove Park Facility Code is 4990-372.

3. Follow the site's remaining instructions. When you have paid for the coverage using your credit card our municipality will automatically receive the proof of insurance we require.

4. In the event you need to cancel coverage you may do so up until the day prior to the event and you will receive a full refund of the premium paid.

5. If further assistance is required, please call the TULIP help desk at 800-507-8414 Monday through Friday between 8:30 A.M. and 8:00 P.M. Eastern Time.