



# Trunk or Treat 2023

## Sponsor Rules & Regulations

This year we are super excited to hold our 4th Trunk or Treat!!! If you are new to Trunk or Treat, it is an event where volunteer/non-profit organizations and families decorate the trunks of a car and fill it with candy/treats for the children. The children walk around to each decorated vehicle to get their treats! We anticipate an amazing turnout and are excited for everyone to participate to make this a great event!!!

**Date:** Saturday, October 7, 2023  
**Event Time:** 5:00-7:00 pm  
**Location:** Birch Grove Park, Campground  
**Set Up Time:** 2:30pm to 4:45pm



### Rules:



- 1) Space is limited and based on a first come, first served basis. **Registration is due as soon as possible, but must be received no later than Monday, Oct. 2nd.**
- 2) You will need to provide your own decorations for your trunk. **All displays 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.

- 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).
- 5) Each organization is responsible to provide a sealed individually wrapped candy or treat. Please come prepared with at least 1,000 items to ensure that every child gets one piece or treat!
- 6) Registered participants may check in to the designated parking spaces at **2:30pm to set up!**
- 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 7:30 pm to exit (or 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 Sgt. Guy DiMarco at 609-641-2832 x639 or Shannon Campbell at 609-641-2832 x125*

# TrunkorTreat 2023 SponsorRegistrationForm

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 PRIOR TO Monday, October 2nd  
BY EMAIL: [scampbell@cityofnorthfield.org](mailto:scampbell@cityofnorthfield.org); FAX: 609-641-6274; DROP OFF OR  
MAIL: 1600 Shore Road, Northfield, NJ 08225

Please note... there is NO CHARGE to Participate in this Event!!!  
SPACE IS LIMITED!!

*If you do not receive confirmation of your registration by October 4th, please  
contact Shannon Campbell.*

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

Date Received: \_\_\_\_\_  Email  Fax  Mail

Confirmed with...  Phone Call  Email To: \_\_\_\_\_

Finalized Theme: \_\_\_\_\_

Insurance/COI received: \_\_\_\_\_

Hold Harmless received: \_\_\_\_\_

Additional Notes:  
\_\_\_\_\_  
\_\_\_\_\_

Spot Number: \_\_\_\_\_ Approved by: \_\_\_\_\_



CITY OF NORTHFIELD  
1600 SHORE ROAD  
NORTHFIELD, NJ 08225

## HOLD HARMLESS AGREEMENT

"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"*

Date/time of event: October 7, 2023 1:30-8pm Location: .Birch Grove Park, Trunk or Treat

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
For the Contractor/Vendor/Facility User

\_\_\_\_\_  
For the City of Northfield

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

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

CITY OF NORTHFIELD  
1600 SHORE ROAD  
NORTHFIELD, NJ 08225

**HOLD HARMLESS AGREEMENT**  
**Schedule of Insurance**

Notwithstanding the indemnification and defense obligations of the Exhibitor, the “Exhibitor” shall provide at its own cost and expense proof of the following insurance\* to the City of Northfield:

Commercial General Liability	\$1,000,000
Automobile Liability	\$1,000,000
Workers Compensation	Statutory

\* The City of Northfield is to be named as "Additional Insured"

Failure by the Contractor to supply such written evidence of required insurance and to maintain same for the duration of this contract shall result in default under this contract.

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