

## TRUNK OR TREAT HOST AGREEMENT & INFORMATION SHEET

Thank you for registering to host a spot for our annual Trunk or Treat on October 21 from 2-4pm! We welcome you to be as creative as you like (remember it should be kid friendly). Guests will vote on their favorite trunks/tents, so keep that in mind while designing your area. Prizes awarded to the top 3 trunks. **Please print and sign this agreement to turn in when you arrive on October 21st.**

### RULES AND INFORMATION:

#### Trunks:

- No more than 6 trunk hosts will be permitted per trunk (please contact us for exceptions).
- During the event, at least 1 host representative of the trunk/tent party must remain on site and by their trunk at all times. This includes: event set up, the entire event timeframe, and cleanup.
  - **Early departure from the event will not be permitted.**
- Hosting trunks and/or tents must arrive no later than 12:30pm to set up.
- All supporting (non-host) vehicles offloading supplies during set up must leave by 1pm (1 hour prior to event start time).
- If you requested to be placed next to a friend's trunk or decide you want to be placed next to a friend's trunk, please check to make sure that request was made properly by 4pm on Monday, October 16. This will help us with organizing trunk placements a head of time.
- If you are a non-Federal entity (business/non-profit/etc.) you are prohibited from advertising but sponsorship opportunities are an option to allow advertising on site. Please call 360-396-2449 and we can put you in contact with our sponsorship department.

#### Candy/Give-a-ways:

- This is your responsibility to provide.
- No homemade food items!
- Toy like items are allowed.
- This event has brought in 2000 to 3000 people, so bring candy/toys to accommodate around 1500 kids.

#### Trunk Prize Winners:

- Winners will be announce at 4pm (end of event).
- A prize will be awarded to the top 3 voted trunks.
- Winners must be present in order to claim the prize and cannot be N9 employees.
- Participants can only vote on their favorite trunks once.
- Trunk hosts cannot vote for their own trunk.

#### Costume Contest Info:

- You can enter into our costume contest during the event. There will be three categories to choose from: best group photo (2+), best movie theme, and most original. We will have staff taking your picture at the event and the top 10 pictures from each category will be posted on Facebook where winners will be determined based on the most likes. Winners cannot be N9 employees.

## **Trunk or Treat FAQs**

### **1. When can we arrive/begin to set up?**

Trunks may arrive and begin set up at 11am with the latest arrival of 12:30pm. Check-in at the Red MWR Tent at the entrance of the Liberty Center parking lot by the old bowling alley. There you will get your parking assignment number that needs to be displayed on your trunk. Please remove any non-participating vehicles from the area by 1pm.

### **2. How much candy should we bring?**

In years past, we have had 2000-3000 attendees, although not every attendee is a child receiving candy. Plan on at least 1000-1500 pieces of candy minimum for kids.

### **3. Where is the event located?**

You will get an email with a map of the event and your assigned slot number no later than a day before the event. We will be located on both sides of the Bangor Plaza Parking lot in front of the Liberty Center, Recreation Center, and Inside Out Cafe located at 2720 Ohio Street.

### **4. Will there be power available?**

No power source will be available.

### **5. Are canopies/tables provided?**

Canopies and tables are not provided. However, Bangor Community Recreation rents canopies, tables, chairs, and other items that may be of interest in support of the event. Prices can be found on our website in the Equipment Rental Brochure under downloads or come in person for more details.

<https://kitsap.navylifepnw.com/programs/a0487f55-387b-48ee-84b4-977e357d1bde>

### **6. Where do participants park?**

The old bowling alley parking lot and Inside Out Café parking lot.

### **7. Questions?**

Call the Bangor Recreation Center at 360-396-2449.

Day of Event: Call Alison Campbell (Community Recreation Programmer) for any questions at 206-498-5062.

**\*PLEASE BRING THIS SIGNED SHEET AT CHECK IN\***

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**Name (Printed)**

**Signature**

**Date**