

# Trail of Treats Guidelines

## October 28<sup>th</sup> 6:00pm

### Municipal Park

#### Registration

- There will be a \$10.00 charge per booth. Booth measurements are 10' x 25'. All businesses or organizations must be registered for the event by October 28th at 12:00 PM. In person registration is held at the Parks Dept. which is located in the City Hall Building at 105D College Street. A reservation will only be held for your business or organization once the \$10.00 fee has been paid (Cash or Check Only).
- Rain Date: October 29<sup>th</sup>
- Online registration will open September 1<sup>st</sup> and close October 27<sup>th</sup> at Midnight. To register online, please visit the following link: [whparks.recdesk.com/Community/Program](http://whparks.recdesk.com/Community/Program)

#### Set-Up

- Check in, set-up, and decorating for the event can begin as early as 12:00 PM on the day of the event. Each business will need to check in at the front entrance to the White House Municipal Park. A parks department employee will be at the Quad Parking Lot entrance to check each business in and answer any questions.
- Personal vehicles will be allowed to drive into the booth area to transport materials such as tents, wheat straw, generators, etc.
- Vehicles may not be used as decoration.
- Booth numbers will be assigned when you or your organization registers in the Parks offices.
- **All vehicles must be out of the booth area by 4:30 PM. NO VEHICLES WILL BE ALLOWED TO PARK AT THEIR ASSIGNED BOOTH OR IN THE EVENT AREA.**

#### Decorations

- Decorations may consist of traditional Halloween themes. We encourage businesses to incorporate your logo, slogan, name, phone number, website, etc into your decorations.
- Lighting, tables, decorations etc. must be provided by each booth participant. Electricity will not be provided by the City of White House. Small, quiet generators may be used during the event and must be at least 75' behind the booth space. We encourage booths to use tiki torches, candles, lighted pumpkins, etc. to provide you with dimly lit, "spooky" atmosphere.
- The Parks & Recreation Department will be awarding a trophy for the best overall decorated booth. This trophy will be kept at the winner's place of business for (1) one year. The trophy will be returned to the City prior to next year's event to be awarded to the new winner. An engraved plaque will be attached to the base of the trophy indicating the winners.
- Judging for the decorating competition will be conducted between 5:00-5:30 PM with the trophy awarded prior to the opening of the Trail. The winner can then display the trophy at their respective booth.

#### Event Details

- 12:00 PM Vendor Set-up Start Time
- 4:00 PM Stadium Drive CLOSED at the front of the Municipal Park
- All Vehicles removed from the event area: 4:30 PM (Vendor Parking in Pavilion 3 & Field 8 parking lots)
- Booth Decoration Judging: 5:00 PM
- Sensory Friendly Trail Start Time: 5:30 PM
- Full Trail Open: 6:00 PM

#### Clean-Up

- **All booths and decorations are to be taken down and cleaned up immediately after the event, not the next day. There will be several trash cans for your convenience for smaller items or trash. Large boxes and display pieces must be packed back out.**
- The White House Municipal Park event area will open back up to vendor vehicles once all attendees have safely left the event area and the last tractor is clear from the hay ride path.

## **General Information**

- No “Money Making” services will be allowed by any businesses during the event. We also ask that nothing is served such as coffee, tea, cider, etc; as these activities slow down the line, therefore creating a much longer wait for the participants. **This event is for advertising and community enjoyment only.**
- We do ask that all booths remain mindful of the high volume of participation that comes with this event and try to do the best that you can to allow traffic to move at a decent rate, which allows all participants the opportunity to visit each booth.
- **A MAXIMUM OF 38 BUSINESSES WILL BE ALLOWED TO PARTICIPATE IN THIS YEAR’S EVENT. Sign up early.**
- Previous year’s event drew an estimated crowd of 2,100 people (So PLEASE be prepared for high volume booth traffic within the event).
- Please be prepared to give each child a minimum of (1) one piece of candy.
- The Trail will open as Sensory friendly at 5:30 PM Please be prepared at this time. The traditional trail will begin at 6:00PM (**ALL** booth related vehicles **MUST** be removed from the event area by 4:30PM).
  - Sensory Friendly Time: 5:30-6:00
    - Guidelines
      - No strobes lights
      - No loud sound effects or Music
      - No fog machines
      - No “jump scaring” of attendees