

## TRUNK OR TREAT HOST AGREEMENT & INFORMATION SHEET

Thank you for registering to host a spot for our annual Trunk or Treat on October 22 from 3-5pm! 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 22.**

### 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 1:30pm to set up.
- All supporting (non-host) vehicles offloading supplies during set up must leave by 2:30pm (30 minutes prior to event start time).
- If you requested to be placed next to a friend's trunk or figure out 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 17. This will help us with organizing trunk placements a head of time.

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

- No homemade food items!
- Toy like items are allowed.
- This event has brought in up to 3000 people, so bring candy/toys to accommodate.

#### Trunk Prize Winners:

- Winners will be announce at 5pm.
- A prize will be awarded to the top 3 voted trunks.
- Winners must be present in order to claim the prize.
- Participants can only vote on their favorite trunks once.
- Trunk hosts cannot vote for their own trunk.

#### Trunk or Treat FAQs

##### 1. When can we begin to set up?

Trunks may arrive and begin set up at 12pm. Report to the Red MWR Tent in front of the Inside Out Café sign on the Recreation Center entrance side of the parking lot. There you will get your area assignment number. They will also direct you to the location if needed. Please remove any non-participating vehicles from the area by 2:30pm.

**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.

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

This year we will be located on both sides of the Bangor Plaza Parking lot in front of the Recreation and Liberty Centers 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 housing office 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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<b>Name (Printed)</b>	<b>Signature</b>	<b>Date</b>
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