

(949) 644-3151 www.newportbeachca.gov/recreation 3000 5th Ave, CdM, Newport Beach

## DECORATE YOUR VEHICLE FOR TRUNK OR TREATING

Local business and organizations have a great way to interact with families and future participants in the community, showcase your program offerings, distribute marketing materials for upcoming programs and provide a fun and safe Halloween experience for kids.

## IMPORTANT REGISTRATION INFORMATION

- 1. A registration form (attached) is required to participate in the event. Registration will not be accepted after **Friday**, **October 20**.
- 2. Space is limited and will be assigned to organizations on a first-come, first-served basis.
- 3. Organizations are limited to one vehicle or booth space. City staff will determine if additional space is available and contact organization's individually as needed.
- 4. Registration is a commitment to participate! No shows will be charged a \$100 fee.
- 5. Organizations will be required to provide candy or prizes for a minimum of 500 kids; must be store bought (no homemade treats are permitted). Snack sized candies are recommended.
- 6. Organizations will be required to provide their own costumes, supplies for games/activities, decorations and E-Z up or canopy for their trunk or carnival booth. Halloween decorations, themes, games and candy will be pre-approved by City Staff and should be appropriate for children under 10.
- 7. Only properly registered vehicles will be allowed to participate in this event. Trunk or Treat vehicles may be required to provide proof of insurance and vehicle registration.

## **EVENT DETAILS**

- 1. This event is rain or shine!
- 2. Organizations are encouraged to provide fun games, activities, or challenges that the youth must complete in order to receive their candy.
- 3. Participants are encouraged to dress up in costume.
- 4. Registered vehicles must arrive on-site between 2:30-3:15 p.m. Once entering the trunk or treat area, participants must be prepared to stay until the event ends at 7 p.m. For the safety of our event guests, vehicles will not be permitted to move or leave the lot until the event area has been cleared and safe for traffic.
- 5. Advertisements and flyers must be approved prior to distribution. Organizations are encouraged to use novelty items as a fun and easy way to advertise (ie. Key chains with business/organization information) instead of traditional paper/flyers.
- 6. On the day of the event, carnival booths and vehicles will be inspected for final approval of decorations, games, candy and related Halloween faire at 3:45 p.m. If necessary, City staff may require additional changes or modifications to decorations, themes, games or candy prior to the start of or during the event.

