

Registration

- There will be a \$25.00 charge per booth. If you would like to have more than one booth space, you will have to pay an additional \$25.00/booth. All businesses or organizations must be registered for the event by **October 24th at 4:30 PM**. Registration is held at the Parks Office in City Hall Building at 101 Maple Drive North or online at <http://registration.hendersonvilleparks.org>. A reservation will only be held for your business or organization once the \$25.00 fee has been paid (cash, check or credit card). All checks must be made out to the City of Hendersonville.

Set-Up (Rain or Shine)

- Location will be in the baseball quad of Drakes Creek Park. This area includes the fields 2, 3, 4 & 5 so please see attached map for a reference.
- Each vendor will be allowed a maximum space of 36ft. **Every vendor booth is responsible for their own tent, tables, chairs, candy, decorations, labor, etc.** The Parks Department will not provide any set up materials. **Please be advised that it is recommended to hand out around 7,000-10,000 pieces of candy that evening.**
- Check in, set-up, and decorating for the event can begin as early as 2:00 PM on the day of the event. Each business will need to check in at the entrance between fields 4 & 5 where the location will be provided. Once at the assigned spot, please make sure to not block the areas for people to drive through if needing to exit or setup. A Parks Department employee will be at the entrance to check each business in and answer any questions. **This will be the only entrance.**
- Personal vehicles will be allowed to drive through the entrance to transport materials such as tents, wheat straw, generators, etc. and can exit by fields 1 & 2 where cars can utilize the front parking lot.
- Vehicles may not be used as decoration.
- **All vehicles must be out of the quad by 5:00 PM. NO VEHICLES WILL BE ALLOWED TO PARK AT THEIR ASSIGNED BOOTH. PLEASE RELAY THIS INFORMATION TO VOLUNTEERS HELPING AT YOUR BOOTH THAT EVENING.**
- **For safety, no vehicle access to quad area after 5:00 PM. PLEASE RELAY THIS INFORMATION TO THE VOLUNTEERS HELPING AT YOUR BOOTH THAT EVENING.**
- The Hendersonville Parks & Recreation Department will have the first booth.
- Booth numbers will be assigned by the Parks Department.

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 Hendersonville. Small, **quiet** generators may be used during the event and must be at least 75' behind the booth space. We encourage booths to use lighted pumpkins, and other items generated with electricity to provide you with a 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.
- Judging for the decorating competition will be at 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.
- Those booths that will be having an activity (photos, pumpkin decorating, games, etc.) will be placed at the end of the trail so the line does not get backed up

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.**
- Access to the quad will be opened back up once all pedestrians have safely left the area.

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, food samples, 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.**
- Event is expected to draw an estimated crowd of 5,000 people. Flyers will be sent to local elementary schools in Hendersonville, as well as daycare centers and private schools. Please be prepared to give each child a minimum of (1) one piece of candy.
- The gates will open at 6:00 PM. Please be prepared for the public at this time.

TRICK OR TREAT AT DRAKES CREEK
Tuesday, October 29th, 6:00 pm – 8:00 pm
Sponsored by Morris Orthodontics
Booth Registration Form

Business Name _____

Business Address _____

Contact Name _____

Contact Email _____

Contact Phone Number _____

Booth Description

OFFICE USE ONLY

Checks payable to "City of Hendersonville"

\$25 fee/booth: Check # _____ CC #: _____

Booths: _____ Parks Employee _____ Date: _____



Drakes Creek Park Baseball/Softball Complex Hendersonville, TN

